

**Appendix A
Student Grade Appeal Process
California State University, Sacramento**

STUDENT GRADE APPEAL FORM

Name:		E-mail:	
Pronouns:	Student ID#	Phone:	
Street Address:			
City:	State:	Zip:	

Course Prefix and Number: <small>(e.g. Chem 1a)</small>	Course Name: <small>(e.g. General Chemistry I)</small>
Instructor:	Semester Course Was Taken:

Student's Statement

- 1. Following the provisions of the Student Grade Appeal Process, I appeal the grade of _____ received in the course cited above.**

I allege and offer proof that the grade appealed violates the Student Grade Appeal Process in the following way(s):
(Check one or more of the following that apply.)

_____ A. The grade was assigned arbitrarily.

_____ B. The grade was assigned capriciously.

_____ C. The grade was assigned in violation of the *Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking* (DHR Violation).

_____ D. The grade was assigned in violation of one or more university policies.

If you check D, you must identify in your written narrative the policy or policies violated.

If you check C or D, you must identify if the violation of the policy is or has been under review by another University office. See Sections V.A.3 and V.D.1 under the Grade Appeal Process.

_____ Student Signature

_____ Date

- 2. I have followed the informal process outlined in the Student Grade Appeal Process and have been unable to reach a satisfactory resolution of my appeal.**

_____ Student Signature

_____ Date

- 3. I have attempted and failed to resolve the grade dispute informally in this case.**

_____ Department Chair Signature

_____ Date

Submit one (1) copy of this form and checklist together with one (1) copy of the student's written submissions to the Office of Academic Affairs, Room 230 Sacramento Hall, by the end of the last business day of the fourth (4th) week of classes of the semester following the semester in which the disputed grade was assigned. Failure to meet this deadline will conclude the appeal.

Appendix B
GRADE APPEAL CHECKLIST
to be Submitted by Student filing a Formal Grade Appeal
to Office of Academic Affairs – Sacramento Hall 230

All of the following steps must be taken prior to submitting a formal grade appeal using the University Grade Appeal Process (see document at <https://www.csus.edu/academic-affairs/internal/internal/documents/grade-appeal-policy-jun-2017-revised.pdf>).

Please indicate each step has been completed by providing a check mark (✓) next to each item below.

_____ I initiated the informal process with the Instructor by the end of the second week of classes of the semester following the one in which the disputed grade was assigned.

_____ I notified the unit or division Chair of the failure to settle the dispute informally by the end of the first day of business of the third week of the semester following the one in which the disputed grade was assigned.

_____ The unit or division Chair reviewed the grade appeal process with me.

_____ The unit or division Chair completed their effort to produce an informal settlement by the end of the third week of the semester following the one in which the disputed grade was assigned.

_____ I have included all of the following **required documents**:

_____ The completed Student Grade Appeal Form with the unit or division Chair's signature.

_____ A written submission (narrative) explaining my position in the grade dispute and referencing at least one of the four grounds for appeal (arbitrary, capricious, DHR violation, and/or violation of a University policy).

_____ A syllabus for the course (contact the Grade Appeal Manager if you need assistance obtaining the syllabus).

_____ I have included any **supporting documents** referenced in my narrative as evidence, including any written assignments pertaining to the dispute (e.g. tests; essays; lab assignments), any communications with the faculty member (e.g. emails, posted announcements), a timeline of events (if possible), any written statements (if necessary) from witnesses, and any other documentation supporting my narrative.

_____ I have submitted this **checklist** with all of the **required documents** and any relevant **supporting documents** listed above to the Office of Academic Affairs by the end of the fourth week of the semester following the one in which the disputed grade was assigned (1 copy of each document).

Student Signature

Date

Submit 1 copy of this form with the Grade Appeal Form and all other documents to the Office of Academic Affairs, Room 230 Sacramento Hall, by 5:00 pm of the last business day of the fourth (4th) week of classes of the semester following the semester in which the disputed grade was assigned.