

PETITION for a GRADE DISPUTE

ADVISOR'S NAME: _____

DATE SUBMITTED: _____

Students who received a final grade in a course offered by the College of Liberal Arts and Social Sciences that they dispute on the grounds of either a computational error, or non-uniform grading practices, may submit a Petition for a Grade Dispute ***ONLY*** after the established grade dispute process has been followed. Please refer to CSU undergraduate catalog.

Required process:

- The student should meet with the course instructor and seek to resolve the grade dispute.
- If the student and instructor are unable to find a resolution, the student should prepare a written narrative of the complaint and meet with the Chair/Director of the Department in which the course was taught.
- The Chair/Director will then share the statement with the instructor and request a written response. The Chair will arrange for and mediate a discussion between the instructor and student.
- If no resolution is reached, the student may complete this petition and submit it to the Advising Center in the College where the course was taught.
- If a petition is to be submitted it must contain the following components. (The student is responsible for gathering all components.)
 - Completed Grade Dispute petition
 - Typed statement from the student addressing the circumstances of the dispute. Attach a separate statement to this form.
 - Documented response from the instructor. Attach a separate sheet or utilize the back of this form.
 - Statement from the Department Chair/Director. Attach a separate sheet or utilize the back of this form.

Should a resolution be reached with either the instructor or the department chair/director, a Change of Grade form should be submitted to the Office of the Registrar and this petition will not need to be submitted to the Academic Standards Committee.

The petition must be submitted no later than the last day of instruction for the semester immediately following the semester of enrollment in the disputed course.

STUDENT CONTACT INFORMATION:

Name: _____

CSU ID: _____

Address: _____

E-mail: _____

City, State, Zip: _____

Telephone: _____

Alternate Telephone: _____

COURSE (indicate dept., course number, and section number): _____ **Instructor:** _____

Semester and Year of Registration: _____ **Current Grade:** _____

With my signature, I hereby authorize the Academic Standards Committee and the Dean to review any pertinent records. I also affirm that to the best of my knowledge, the attached narrative statement and documentation accurately reflect the facts involved in this case.

Student Signature: _____ **Date:** _____

Completed petitions should be turned in to your advisor who will review the petition with you for accuracy and completion. Incomplete or inaccurate petitions will be returned to the student along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the CLASS Academic Standards Committee. If your assigned advisor is outside of the CLASS Advising Center, the advisor can request a blank copy of this form and then forward the completed petition to the CLASS Advising Center on your behalf. Submission of the petition does not constitute a guarantee of approval.

Please note the Academic Standards Committee holds three meetings each semester. Please contact the CLASS Advising Center or speak with your assigned advisor to learn more about petition submission deadlines.

Student Statement (attach a separate sheet)

Instructor Response (or attach a separate sheet)

Instructor Signature

Date

Department Chair Statement (or attach a separate sheet)

Chair Signature

Date