

## Information for students challenging a grade earned in a CLASS course

ANY student (in any major, even outside of CLASS) 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 should meet with their assigned advisor to complete a petition. Advisors outside of CLASS Advising Center can request a copy of the appropriate petition from the CLASS Advising Center. The assigned advisor will then submit the completed petition to the CLASS Advising Center.
- 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 petition form.
  - Documented response from the instructor. Attach a separate sheet or utilize the back of the petition form.
  - Statement from the Department Chair/Director. Attach a separate sheet or utilize the back of the petition 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 the 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.