

Course Grade Appeal Form

BEFORE YOU BEGIN

Only the final course grade may be appealed.

Appeals are limited to claims that the final grade was assigned "prejudicially," "capriciously," or "arbitrarily."

Start the appeal by the end of Week 7 of the next regular semester and complete Steps A and B before submitting this form.

Graduation candidates: Notify registrar@csuci.edu within 30 days of the last day of the semester. Grades cannot be appealed after a degree is granted.

[Grade Appeal webpage](#) | [SP 11-05 Course Grade Appeals Policy](#)

STUDENT AND COURSE INFORMATION

Student Name

Student ID Number

University Email

Phone Number

Term Grade Assigned

Course (Example: PSY 100)

Instructor

CONFIRM STEPS A AND B WERE COMPLETED

STEP A – Written appeal sent to the instructor by the end of Week 7 and copied to the Program Chair.

Instructor notified

Chair copied

Instructor response received

STEP B Program Chair or VPAA designee contacted if the instructor response did not resolve the appeal.

Date met/contacted

Date response received

APPEAL PACKET AND SUBMISSION - STEP C

REQUIRED: A written appeal statement must be submitted with this form.

☐ Written statement (required)

☐ Course syllabus

☐ Supporting evidence

☐ Written responses

Submit to: Rocio Suarez at rocio.suarez@csuci.edu

APPEAL COORDINATOR AND COMMITTEE USE ONLY

Date received

Received by

Committee review date

Committee Decision

☐ Grade Change

☐ No Grade Change

☐ More information requested

Committee Representative Signature

Date

Final results emailed

Grade Change Form completed (if applicable)

☐