



Focused on Student Success for 85 Years

Grade Appeal Policy & Form

Grade Appeals must be submitted by the end of the first week of the academic term following posting of the disputed grade. For example, appeals of Fall term grades must be submitted by the end of the first week of the Winter term; appeals of Winter term grades must be submitted by the end of the first week of the Spring term; etc. Appeals submitted after the deadline will not be considered.

The student is responsible for documenting facts that the faculty member, Department Chair and/or School Dean¹ should consider in evaluating the grade appeal. Decisions regarding a grade appeal will be based upon student performance in a course. In evaluating a grade appeal, college officials may consider factors such as a computational error; a recording or processing error; and/or circumstances beyond a student's control (e.g. documented illness or accident, death in the family, etc.) that may have impeded efforts to satisfy course requirements. A student's need for a better grade (to remain in a major program; maintain a scholarship; etc.) is not sufficient justification for a change of grade.

INSTRUCTIONS

STUDENTS AND FACULTY MUST ENTER ALL INFORMATION AND RESPONSES INTO THIS FORM AT EACH LEVEL OF APPEAL. THIS IS AN ELECTRONIC FORM. COMMENT SECTIONS WILL EXPAND AS YOU TYPE. PLEASE DO NOT PRINT AND HANDWRITE. USE THIS ONE DOCUMENT FOR ALL LEVELS OF APPEAL. DO NOT CREATE MULTIPLE VERSIONS

UNDERGRADUATE STUDENTS:

- 1) Complete this form and submit it as an email attachment to the faculty member who taught the course. Students should use their Berkeley email address. The faculty member will respond and complete this form as soon as practical.
- 2) If the faculty member denies your appeal and you want to still pursue the matter, you must submit the second level of appeal to the faculty member's Department Chair within two weeks of receiving the faculty member's decision. Use this same form and enter your points of disagreement with the faculty member's decision. Submit the second level of appeal as an email attachment to the Department Chair. The Department Chair will respond and complete this form as soon as practical.
- 3) If the Department Chair denies your appeal and you would still like to pursue the matter, you must submit the third and final level of appeal to the School Dean within two weeks of receiving a decision on the second level of appeal. Use this grade appeal form and enter your points of disagreements with Department Chair's decision. Submit the third level of appeal as an email attachment to the School Dean. The School Dean shall respond and complete this form as soon as practical. The decision of the School Dean is final.

GRADUATE STUDENTS:

- 1) Complete this form and submit it as an email attachment to the faculty member who taught the course. Students should use their Berkeley email address. The faculty member will respond and complete this form as soon as practical.
- 2) If the faculty member denies your appeal and you would still like to pursue the matter, you must submit the second and final level of appeal to the Dean of the School of Graduate Studies within one week of receiving a decision from the faculty member. Use this same grade appeal form and enter your points of disagreement with the faculty member's decision. Submit the second and final level of appeal as an attachment through email directly to the Dean. The Dean will respond to the student's appeal and complete this form as soon as practical. The decision of the Dean is final.

¹ Larry L. Luing School of Business®, School of Professional Studies, School of Health Studies, School of Liberal Arts, Developmental Education

Student Name: _____

ID No: _____

Date: _____

Course Title: _____

Course No: _____

Section: _____

Academic Term: _____

Faculty Name: _____

1st Level of Appeal to Faculty Member. Attach relevant supporting documents to sufficiently explain your reason(s):

2nd Level of Appeal to Department Chair [Undergraduates] or School Dean [Graduates]. Specifically state any points of disagreement with the denial of your first appeal:

3rd Level of Appeal to School Dean [Undergraduates Only]. Specifically state any points of disagreement with the denial of your second appeal:

For Administrative Use Only

Faculty Member: Denied or Approved Original Grade: _____ If approved, grade changed to: _____

Reason for denial:

Faculty Member Signature: _____ Date: _____

Department Chair: Denied or Approved If approved, grade changed to: _____

Reason for denial:

Department Chair Signature: _____ Date: _____

School Dean: Denied or Approved If approved, grade changed to: _____

Reason for denial:

School Dean Signature: _____ Date: _____