

**Grade Change/Academic Appeal Policy**

An academic appeal refers to a claim by a student that a specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation or to a student's claim that the instructor has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely affects the student’s academic standing.

The student must file a written complaint within ninety (90) calendar days after termination of the class. The appropriate instructional dean or supervisor may suspend this rule only under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties involved in the complaint. The grade appeal form is available electronically at: <http://www.clark.edu/enroll/registration/transcripts_grades/grades.php> Paper forms are available through the instructional deans’ offices or the Office of Instruction.

**Students having complaints relative to academic performance evaluation should first meet with their instructor to discuss their grade before beginning this process. If the complaint is not resolved, the student may proceed to Step 1.**

**Step 1:** The student completes the grade appeal form (attaching additional pages if necessary): The student will make an appointment with the appropriate division chair, department head, or supervisor.

* The division chair/department head/supervisor will receive the original grade appeal form and any supporting documentation prior to the meeting.
* The division chair/department head/supervisor must notify the student within fifteen (15) working days of the resolution after the meeting with the student.
* If the student is not satisfied with the resolution, the student may proceed to Step 2.

**Step 2:** The student will provide a written statement describing the nature of the appeal to the instructional dean.

* A meeting will then be scheduled with the student, the instructional dean, and the instructor to discuss the appeal.
* The instructor will receive a copy of the student's written material prior to the meeting.
* A decision by the dean will be made within fifteen (15) working days of the meeting.
* The decision by the dean will be final and cannot be appealed further.



 **Grade Appeal Form**

**To be completed by the student:**

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| Student Name: First and Last Name | Student ID #: 9-digit Student ID |
| Email: Clark student email address | Phone #: 10-digit phone number |
| Dept/Course Number: Example: ENGL-101 | Quarter/Year: Quarter/Year |
| Instructor Name: Instructor Name | Today’s Date: Click to choose date |
|  |  |
| 1. Please explain your concern regarding your grade:
 |  |
| Click or tap here to enter text. |
| 1. Please explain any steps you have taken so far to try to resolve this issue:
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| Click or tap here to enter text. |
| 3. What resolution do you seek? |
| Click or tap here to enter text. |

Student signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Appeal Revised 5/9/2017

**To be completed by appropriate college employee:**

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| --- | --- |
| **Step 1** - **Division chair, department head, or supervisor review of appeal** | Date student was seen: Click to choose date |
| **Instructions:*** A decision by the division chair, department head, or supervisor will be made within fifteen (15) days of the meeting and the student will be notified in writing.
* If the grade appeal is approved, division chair, department head, or supervisor will submit a grade change to Enrollment Services and forward this original grade appeal form and any supporting documentation, including the notification to the student, to their unit operations manager to be held for records retention.
* If the grade appeal is denied, division chair, department head, or supervisor will forward this original grade appeal form and any supporting documentation, including the notification to the student, to their unit operations manager to be held for the dean in the event that the student moves to step 2 of the appeal process.
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| Decision: Click or tap here to enter text. |
| Div. Chair/Dept. Head/Supervisor signature and date:  |  |
| **Step 2 – Dean review of appeal** | Date student was seen: Click to choose date  |
| **Instructions:*** A decision by the dean will be made within fifteen (15) days of the meeting and the student will be notified.
* If the grade appeal is approved, the dean will submit a grade change to Enrollment Services and forward this original grade appeal form and any supporting documentation, including the notification to the student, to their unit operations manager to be held for records retention.

 * If the grade appeal is denied, dean will forward this original grade appeal form and any supporting documentation, including the notification to the student, to their unit operations manager.
* The decision by the dean or supervisor will be final and cannot be appealed further.
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| Decision: Click or tap here to enter text. |
| Dean signature and date: |  |