

# Final Grade Dispute Petition

PLEASE PRINT. ALLOW 10 WORKING DAYS, FROM DATE RECEIVED, FOR REVIEW PROCESS.

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

MARIN ID \_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_ NUMBER STREET APARTMENT

\_\_\_\_\_ CITY STATE ZIP CODE

DAY PHONE

EMAIL ADDRESS

\_\_\_\_\_ AREA CODE TELEPHONE NUMBER

\_\_\_\_\_

**Statement of the Dispute**

Please provide a clear and concise statement of the dispute. In a separate document please provide a typed account of the details of the specific violation of Title 5 Section 55025, and enclose copies of all documents, assignments, or related materials indicating that Title 5 Section 55025 has been violated.

\_\_\_\_\_

INSTRUCTOR'S NAME

COURSE TITLE

COURSE NUMBER

COURSE RECORD NO.

SEMESTER

Fall 20\_\_

Spring 20\_\_

Summer 20\_\_

**Identification of the resolution, corrective action, or remedy being sought.**

\_\_\_\_\_

**Summary**

Provide a detailed summary of the actions already taken to resolve the issue, including dates and times for meetings that occurred during the Preliminary Grade Dispute Procedure and recorded on the Final Grade Dispute Petition.

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## Notes on Grade Changes

If the Dean determines that there may be sufficient evidence in support of an argument of mistake, fraud, bad faith, or incompetency, the student will then complete the petition request for a formal hearing (See Attached Form).

The student must complete the Final Grade Dispute Petition, including the following typed and signed information in their request for a formal hearing:

- a. A clear and concise statement of the dispute that must include details of the specific nature of the ALLEGED mistake, fraud, bad faith, or incompetency.
- b. The name of the instructor, course title, course reference number (CRN), and semester of the class for which the grade is being disputed.
- c. Identification of the resolution, corrective action, or remedy being sought.
- d. A detailed summary of the actions already taken to resolve the issue, including dates and times for meetings that occurred during the Preliminary Final Grade Review Dispute Procedure and recorded on the Preliminary Final Grade Dispute Petition.
- e. Copies of all available documents, assignments, or related materials indicating evidence of the ALLEGED mistake, fraud, bad faith, or incompetency.
- f. Upon receiving the student's request for a formal hearing, the Petitions Committee will convene to review the dispute.

## Final Grade Dispute

### Procedure

At any time during the process of the Final Grade Dispute Procedure as outlined below, resolution of the problem may be sought by mutual agreement.

Within 15 business days of receiving the Final Grade Dispute Petition and all supporting documents from the student and area dean, the College Petitions Committee will convene to review and evaluate all submitted documents and conduct the hearing.

When additional information is needed from the instructor or student, they will have 5 business days to respond to the notice.

Upon conclusion of the hearing, the College Petitions Committee shall make a decision to uphold the final grade, or make a recommendation to the Superintendent/ President to change the final grade. If the College Petitions Committee decides to uphold the final grade they will provide written notice to the student within 10 business days.

If the College Petitions Committee decides to make a recommendation to the Superintendent/ President to change the final grade, The Superintendent/ President will review the recommendation of the College Petitions Committee and make a final decision within 10 business days.

If the Superintendent/ President's decision is to change the final grade, then he/she will direct the Dean of Enrollment Services to change the final grade and will give written notice of the change to the VP of Student Learning, the area dean, the Dean of Enrollment Services, the College Petitions Committee, the student, and the instructor.

If the Superintendent/ President's decision is to uphold the final grade then he/she will provide written notice as outlined above.

The decision of the President/Superintendent is final and represents the final stage of due process.