

Preliminary 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

COURSE INFORMATION

COURSE TITLE _____ COURSE NUMBER _____

COURSE RECORD NO. _____ SEMESTER Fall 20__ Spring 20__ Summer 20__

INSTRUCTOR CONTACT

INSTRUCTOR'S NAME _____

CONTACT DATE _____ MEETING DATE _____

RESOLUTION _____

INSTRUCTOR'S SIGNATURE _____ DATE _____

AREA DEAN CONTACT

DEAN'S NAME _____

CONTACT DATE _____ MEETING DATE _____

RESOLUTION _____

DEAN'S SIGNATURE _____ DATE _____

Notes on Grade Changes

- Per the CA Ed Code, the instructor of the course shall determine the grade to be awarded to each student.
- The determination of the student's grade by the instructor is FINAL in the absence of mistake, fraud, bad faith, or incompetency.
- "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.
- "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- Students must initiate the dispute within 2 years of the final grade being submitted to the Enrollment Services Department.

Preliminary Final Grade Dispute

Procedure

If a student believes there has been a **mistake, fraud, bad faith or incompetency**, the student must complete the Preliminary Final Grade Dispute Petition. (See Attached Form) and do the following:

The student shall attempt to resolve the dispute by meeting with the instructor. (Instructor has 10 business days to respond and meet with the student.)

If there is no resolution with the instructor, the student may present their dispute to the area dean. (The area dean has 10 business days to respond and meet with the student.)

After consultation with the instructor and reviewing all relevant documents the area dean will render a decision to either allow the student to pursue the Final Grade Dispute Procedure, or agree with the instructor's decision and the Preliminary Final Grade Dispute process is complete. (The area dean has 5 business days to communicate the decision to student.)

For the complete Final Grade Change Procedure see www.marin.edu Board Policies and Procedures.