



Peralta Community College District

ACADEMIC GRIEVANCE *

Grade Appeal Only

In the absence of mistake, fraud, bad faith, or incompetence, the grade determined by the instructor shall be final (Education Code Section 76224)

Name: _____ SSN: _____
Last Name, First Name

Email Address: _____

Telephone: () - _____ () - _____
Day Number Evening Number

Address: _____
Number and Street Name

City, State Zip Code

Date of Alleged Violation: ____ / ____ / ____ Class: _____
(Must be filed within 90 school days) Class Code & Course Title

After you have met with the instructor and the appropriate supervising Dean of Instruction**, you must do the following if you wish to continue your grievance:

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1. Submit a clear, specific, written statement of your grade appeal on the back of this form. Return completed form to the Office of the Vice President of Student Services.
 - a. The exact nature of the complaint;
 - b. The specific details of the complaint (e.g., a chronology of the event and an explicit description of the alleged violation);
 - c. A description of the informal meeting and attempted resolution, if any.
 2. Indicate in your grievance what resolution you would like the Grievance Committee to recommend.
 3. If you are having difficulty filling out the form or composing your grievance, consult the Office of the Vice President of Student Services.

* Use the Student Grievance form for non grade appeals. For detailed policies and procedures, consult the college catalog.

** If you do not know the name or phone number of this person, please call the Office of Instruction on your campus.

(OVER)

