

STATEMENT OF GRIEVANCE (AR 5530: Grade Grievance Policy)

Pursuant to California Education Code Section 76224(a) and AR 5530, Section I. B., when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. (Please see below for the definitions of mistake, fraud, bad faith, or incompetence pursuant to AR 5530, Section II. A. B. C. D.)

Please state the basis of the grade grievance based on the definitions of mistake, fraud, bad faith or incompetence as provided in AR 5530, Section II, A. B. C. D. Attach extra pages if necessary, sign, and date this form. This form must be filed with the dean no later than 45 days after the student knew or should have known of the grade in the course. The dean shall provide a copy of the Statement of Grievance form to the affected faculty member(s) within 5 days after the form has been filed. (See AR 5530, Section IV. A.)

Student Name: _____ Student Number: _____

Telephone: _____ Email Address: _____

Home Address: _____

Instructor: _____ CRN: _____

Course Name: _____ Term: _____

AR 5530 Section II. Definitions (Check One)

- ☐ A. **Mistake**: An unintentional act, omission or error by the instructor or the college.
- ☐ B. **Fraud**: A deception deliberately practiced in order to secure unfair or unlawful gain.
- ☐ C. **Bad Faith**: An intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristic contrary to Education Code and Title 5, California Code of Regulations. If, pursuant to the discrimination and harassment complaint procedure, it is determined that a grade was the result of discrimination or harassment, the grade may be changes as a remedy for the discrimination or harassment.
- ☐ D. **Incompetence**: A lack of ability, legal qualification, or fitness to discharge a required duty.

Basis for your grievance (*explain*):

Submitted By: Student's Signature

_____ Date

Received By: Dean's Signature

_____ Date