



Grade Appeal Instructions for Business Administration, Criminal Justice Administration, and
Public Administration Undergraduate Students

Grounds for Appealing a Grade

A grade appeal is permitted when a student can show clear evidence that a grade was contrary to procedures as specified in the course syllabus, was based on prejudice, was capricious, or was the result of computational or clerical error. The presumption is that the grades assigned are correct until there is a clear demonstration otherwise. The burden of proof is heavy, and it rests with the student who is appealing.

Grade Appeal Process

1. You must seek to resolve the matter informally with the instructor of record or other appropriate individual. For you to be able to proceed with a grade appeal, you must have met with the faculty member within the regular semester session of the time you knew or should have known of the problem or dispute, unless there is a prior agreement for extension between you and the department head.

It is best to submit your grade appeal request to the instructor via email. The email subject should be "Grade Appeal". In the body of the email, make sure to include the following:

- a. Your name as it is listed on the class roster
 - b. The course number, including section
 - c. A detailed description of why you believe you received a grade you did not deserve.
2. If an informal resolution with the instructor is not possible, students are advised to go to the Department Chair for further resolution. Please visit the College website to view the academic departments at <http://www.csudh.edu/cbapp/departments/index>.
 3. If the matter is not worked out informally within 15 classroom days to the satisfaction of the parties, you or your representative may send the grade appeal form to the Associate Dean.

Dr. Tayyeb Shabbir

Associate Dean

CSUDH College of Business Administration and Public Policy

1000 East Victoria Street II 4200

Carson, CA 90747

Email to tshabbir@csudh.edu

4. Upon review of the grade appeal, Associate Dean Shabbir will convene with the faculty member and Department Chair and collect their statements. If after 15 classroom days has passed and a resolution is not satisfactory to all parties, the appeal will be forwarded to Student Grade Appeals Board Chair.

Chair of the Grade Appeals Committee

Provost's Office, WH 440 310.243.3307



Grade Appeal Request Form

Note: This form and all appropriate documentation must be submitted to your department chair only after informal resolution with instructor of record is attempted.

REQUIRED INFORMATION:

Please make sure this form is completed in its entirety. No additional documentation will be accepted after the filing date of this Grade Appeal. Please also be aware that if a third-party assessment of the assignment(s) in question results in a lower grade, the final grade may be affected.

Student Name: _____ Student ID Number: _____

Student School E-mail address: _____@toromail.csudh.edu

Student Alternate E-mail address: _____

Class Code: _____ Class Section: _____ Class Term: _____

Instructor: _____

Assignment(s): _____

Specific Issues – Please describe the reason(s) for this appeal. Provide factual data, details, and any other forms of proof (including E-mail correspondence), that substantiates your claim:

What was the Instructor’s response when you communicated with him/her about this issue? – Please include evidence of your attempts to communicate with the Faculty member regarding this issue.

Desired Resolution – Please explain specifically what you want to achieve from this appeal:

Supportive Documentation – check all that are included and make sure these are attached:

- E-mails (between student and instructor)
- Chat transcript
- Other
- Instructor comments
- Assignment(s) in question