

# Los Medanos College Student Grade Grievance Form

Form is to be completed by the LMC Student and submitted to the Student Activities Office (Room 800A)  
All information on this Form is to be kept Confidential.

Date: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Semester: \_\_\_\_\_ Class: \_\_\_\_\_ Instructor: \_\_\_\_\_ Grade: \_\_\_\_\_

No grade may be challenged or changed more than one year after the end of the session in which the grade was assigned. This form should be completed AFTER the student has met with the instructor and/or the department chair. Student Request for Grade Change due to:

\_\_\_ Mistake; \_\_\_ Fraud; \_\_\_ Bad Faith; \_\_\_ Incompetency.

State the evidence for the indicated category and the requested grade change. Attach additional paper if necessary.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICIAL USE ONLY:**

Informal Level	Steps/Action Taken	Name of who met with or Received Document	Date
Step 1	Met with Instructor		
Step 2	Met with Department Chair		
Formal Level	Steps/Action Taken	Name of who met with or Received Document	Date
Step 3	Student Grade Grievance Form submitted To Student Activities Office within one year of term		
Step 4	Student Grade Grievance Form submitted to Office of Instruction by SA Office		
Step 5	Student Grade Grievance Committee holds Hearing within 30 days of receipt		
Step 6	Within 10 days after Hearing, notify Instructor and Student of Decision (copy sent to Student Activities Office and President)		
DISTRICT APPEAL LEVEL Student wishes To Appeal Grievance Committee's Decision	Steps/Action Taken (Office of Instruction to Move Appeal Forward )	Name of Who Met With/Received Document	Date
	Student appeals Grade Grievance Committee decision to Governing Board within 30 days of notification		
	Decision, findings and transcripts are sent to Governing Board and College President		

J:StudentActivities/Grievances/StudentGradeGrievanceform 4-14-05.

Distribution:     White – Office of Instruction  
                       Yellow – Student Activities Office  
                       Pink – Student