

# LOS MEDANOS COLLEGE

## Student Grade Appeal Form

Form is to be completed by the LMC Student and submitted to the Office of Student Life.  
All information on this Form is to be kept Confidential.

Name of Student: \_\_\_\_\_ ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Semester/ Course Title/ Grade  
Year: \_\_\_\_\_ Number: \_\_\_\_\_ Instructor: \_\_\_\_\_ Received: \_\_\_\_\_

No grade may be appealed 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 the department chair.

**Student Request for Grade Change due to:**

MISTAKE     
  FRAUD     
  BAD FAITH     
  INCOMPETENCE

Appeal for grade changed to: \_\_\_\_\_

Evidence (attach sheets as necessary): \_\_\_\_\_

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

OFFICIAL USE ONLY:

|                       | Steps/action Taken  | Name Of Who Was Met With Or Received Document | Date |
|-----------------------|---|---|------|
| <b>INFORMAL LEVEL</b> |   |   |      |
| <b>STEP 1</b>         | Met with Instructor.  |   |      |
| <b>STEP 2</b>         | Met with Department Chair or designee.  |   |      |
| <b>FORMAL LEVEL</b>   |   |   |      |
| <b>STEP 3</b>         | Grade Appeal Form submitted by the student to Office of Instruction within one year of term in which the grade was given. Hearing to be scheduled within 30 instructional days of receipt, subject to the availability of the parties involved.                               |   |      |
| <b>STEP 4</b>         | Student Grade Appeal Committee holds hearing within 30 instructional days of receipt of grade appeal form.  |   |      |
| <b>STEP 5</b>         | Within 10 instructional days after hearing, the committee submits a recommendation to the college president.  |   |      |
| <b>STEP 6</b>         | Within 10 instructional days the president reviews the recommendation, decides and notifies the student, instructor and grade appeal committee. The student or instructor are notified of their right to appeal within 30 instructional days to the District Governing Board. |   |      |