

Resolution to Revise Palo Verde College's Grade Appeal Policy
Resolution No. 02-03-2 (originally approved December 10, 2002),
Amended October 28, 2003, November 25, 2003, and November 30, 2004

WHEREAS, the Palo Verde College Academic Senate has, through its process, called for an update to Administrative Policy 4231: {Formerly known as Board Policy 5150: Scholarship Standards (Grading).}

WHEREAS, Administrative Policy 4231 does not limit the time a student may request a "grade change" or grade appeal petition.

WHEREAS, Administrative Policy 4231 does not require students to submit a letter explaining reasons for the grade appeal petition.

WHEREAS, Administrative Policy 4231 does not limit the number of times students can protest the same grade.

WHEREAS, Administrative Policy 4231 does not state the grade change process in the event of an instructor's absence.

RESOLVED, the Academic Senate calls for immediate changes to the Administrative Policy 4231. The Academic Senate recommends the Administrative Policy state the following:

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 incompetency, shall be final. (California Education Code, Section 76224; Title 5, Section 55760)

Appeals to protest grades, or requests for grade changes, must be submitted by the student no later than one hundred eighty (180) calendar days after the grade has been issued.

All appeals to protest grades must include a one-page letter written by the student. The letter must outline, in detail, the reasons for the appeal and be submitted by the student to the Vice President of Student Services with a "Petition for Grade Change" form.

In addition to the Petition and letter, the student must attach a copy of the syllabus for the course in question and any assignments/documents that support the grade change petition.

The Petition, accompanying letter, and supporting documentation shall be evaluated by the instructor of record.

If the instructor determines the grade should be changed, he or she shall complete and sign a "Grade Change" form and submit it to the Registrar's Office within 30 calendar

days of his or her receipt of the Petition in order to officially change a student's grade. All grade changes shall be reviewed and approved by the Vice President of Instructional Services.

If the instructor determines the grade should not be changed, he or she shall write "Denied" on the Petition and return it to the Vice President of Student Services within 30 calendar days of his or her receipt of the Petition.

Students may file only one (1) grade appeal petition per class.

In the event that an instructor is no longer employed by the District or is otherwise unavailable to respond to the grade change claim, the Vice President of Instructional Services shall refer the petition to the appropriate Division chairperson or designee for review and action. The decision of the Division shall be final.

Motion: Louise Gallan

Second: Bill Ponder

Vote: Approved



Brian Thieboux, President
Palo Verde College Academic Senate
November 30, 2004