

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
GRADE APPEAL HEARING GRIEVANCE REQUEST

Within the semester following the posting of a disputed grade, and after having attempted to resolve the issue by working directly with the instructor of record, and subsequently with the instructor's supervisor, a student has the right to request a hearing. This form and all attached material will be submitted to the hearing committee as evidence.

Student: _____
First Name Last Name Student ID#

Mailing Address: _____
Street or PO Box City State Zip

Telephone Number(s): (____) _____ or (____) _____

Semester: SU FA SP _____ Course & CRN: _____
Select One Year

College: MC OC VC Instructor: _____ Grade Received: _____
Select One College/Campus First Name Last Name

Education Code Section 76224(a) states: "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."

I am writing to appeal my final posted grade by the instructor of record based on the evidence of mistake, fraud, bad faith, or incompetence as documented below:

Complete each of the following steps:
Statement of Grievance (use additional sheets if needed. Indicate the # __ of additional sheets):

I spoke with the instructor on _____ attempting to resolve this issue.
List Date

I spoke with the Department Chair on _____ attempting to resolve this issue.
List Date

I spoke with the dean/director on _____ attempting to resolve this issue.
List Date

State your proposed remedy to the situation _____

"I certify that the above information and additional attachments are correct to the best of my knowledge."

Student Signature

Date

When completed, the Grievance officer will submit the form to the supervising division dean/director to collect the required signature below.

Verification of Attempt to Resolve the Issue Informally – Completed by supervising division dean/director

I verify that the above named student discussed his/her grade situation with the course instructor, and subsequently met with me. I attempted to resolve the issue between the instructor and the student but was unable to do so: I have included (a) separate statement regarding my review of the situation and (b) any information I have from the instructor related to this matter.

Dean/Director Signature

Date

Within 10 days following receipt of the request for a Grievance hearing, the College President shall appoint a Grievance Hearing Committee, and the Grievance Hearing Committee shall meet in private and without the Parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing. If the Grievance does not meet each of the requirements, the Grievance Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 5 days of the date the Grievance Hearing Committee makes its decision.