



**AP 4231**

## **GRADE APPEAL PROCESS**

In accordance with Administrative Procedure 4231, “Grade Changes,” the instructor of the course shall determine the grade to be awarded to each student to the extent permitted by Education Code Section 76224(a). The code section 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.” The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course, following the appropriate appeal steps outlined below.

**Academic Performance** – In disputes involving mistake, fraud, bad faith, or incompetence, a student should request a meeting with the course instructor to review the evaluation of course work or performance on a test. It is the instructor’s responsibility to provide an appropriate explanation based on his/her grading and/or evaluation practices that are applied equitably across all students. If the student accepts the explanation presented, whether or not it results in a change of grade, the matter is closed. If, however, the student feels that the instructor’s explanation is inadequate, incomplete, or inequitable, and can document such, the student may:

- 1) meet with the supervising Dean.
- 2) if there is no resolution, file a formal Grade Appeal form, pursuant to Administrative Procedure 4231. Grade Appeal Forms are available in the Office of the Vice President for Academic and Student Services (Yuba College), Dean of Instruction and Learning Resources (Woodland Community College), or the Campus Dean (Clear Lake Campus).