

GRADE APPEAL COVER SHEET

APPLICATION FOR FORMAL DISPUTE RESOLUTION BY THE DISPUTE RESOLUTION BOARD

Time limit – 30 academic days into the semester after grade given-check dates at: <http://senate.sonoma.edu/forms/drb>.

This cover sheet and all documentation comprise the file that will be sent to the Dispute Resolution Board. Please be thoughtful and careful in preparing your file. A handout with Suggestions for Preparing a Formal Grade Appeal is available online (<http://senate.sonoma.edu/forms/drb>). Any member of the university community may assist you preparing your file. Once your file is completed, submit it to the Dispute Resolution Board via email: senate@sonoma.edu.

YOUR INFORMATION

NAME:

ADDRESS:

PHONE: (H) _____ (CELL) _____

EMAIL YOU READ REGULARLY:

IF ABOVE NOT SSU EMAIL, PLEASE PROVIDE SSU EMAIL ADDRESS:

INFORMATION ABOUT THE COURSE AND INSTRUCTOR

COURSE NUMBER:

TITLE OF COURSE:

INSTRUCTOR'S NAME:

INSTRUCTOR'S EMAIL:

SEMESTER COURSE TAKEN:

GRADE RECEIVED: _____ GRADE EXPECTED: _____

STATEMENT OF GRADE APPEAL

Attach a detailed statement providing a **clear explanation of the clerical error, prejudice or capriciousness** that occurred.

DOCUMENTATION REQUIRED

1. All documentation of the process to gain an informal resolution to this dispute.

2. Course syllabus including the course grading scheme, copies of relevant assignments or exams and any other documentation that supports your appeal.

Your statement **MUST** be in at least 12pt font or larger in either Palatino or Helvetica font. Use 1 inch margins on each side of the page. All documents submitted to the Board must be able to be duplicated in readable format. It is your responsibility to provide your documentation in a readable format.

Check here if you wish to make up to a 10-minute verbal statement to the Board

A verbal statement cannot include material that is not contained in your file

Signatories of informal process:

Instructor contacted on (dates):

I do not agree to the requested grade change.

Instructor signature:

Department Chair contacted on (dates):

I do not believe a grade change is warranted.

I do believe a grade change is warranted.

Department Chair signature:

Dean contacted on (dates):

I believe the informal process of this grade appeal has failed.

Dean's signature:

These signatures affirm that you followed the grade appeal process and do not constitute documentation of your attempts at informal resolution of your appeal. Your narrative or evidence should include the outcome of informal attempts at resolution at each of these levels.

Grade Appeals are confidential matters. Please do not discuss your case with anyone, except your advisor, outside of the DRB once you file formally.

You are advised that the Dispute Resolution Board consist of faculty, staff, and students. Student board members are appointed by the Associated Students. All members of the Dispute Resolution Board are considered School Officials in their capacity as Board members under The Family Educational Rights and Privacy Act (FERPA). To view the membership of the Board visit: <http://senate.sonoma.edu/memberships-and-meeting-dates/sac#DRB>