

**OFFICE OF ACADEMIC AFFAIRS**

**This form is for students who believe their final grade in this course may not reflect their overall performance.**

**Please select one of the following reasons why you believe your grade may require review:**

**COMPUTATIONAL ERROR** or **ARBITRARINESS/CAPRICIOUSNESS** or **UNLAWFUL DISCRIMINATION**

Grounds for Appeal: [catalog.lapu.edu/undergrad/policy/gradeappeal/](http://catalog.lapu.edu/undergrad/policy/gradeappeal/)

**This form is to be filled out after STEPS 1 and 2 have been completed.**

**GRADE APPEAL PROCEDURES** **STEP 1 Informal Resolution with Course Instructor**

If the student believes an incorrect grade has been applied, the student must first attempt to resolve the matter directly with the instructor who assigned the grade. The instructor will confer with the student to consider the student's reasons for believing the final grade to be incorrect. If the instructor does not believe there is merit for a grade change, the instructor will notify the student. The student may then proceed to the second step below. If the instructor believes there is reason to change the grade, the instructor will complete the Change of Grade form and submit it to the registrar's office.

 **STEP 2 Informal Resolution with Assistant Dean**

If the student continues to believe that the grade was unfairly assigned, the student may meet with the assistant dean who oversees the course. **The student should provide all supporting course materials.** The assistant dean will confer with the instructor. If the instructor, after discussion with the assistant dean, agrees that the grade should be changed, the instructor will complete a Change of Grade form and submit it to the registrar's office.

 **STEP 3 Grade Appeal Form and Chief Academic Officer's Review**

If, after completing steps 1 and 2, the student continues to believe that the assigned grade is unfair and wishes to pursue the appeal, the student may submit this Grade Appeal form to the registrar's office. The rationale for why the student believes the grading for the course meets one of the following three criteria must also be clearly stated on the next page: **1) computational error; 2) arbitrariness or capriciousness, or 3) unlawful discrimination.** The Chief Academic Officer (CAO) shall confer with the student and the instructor and may ask for a written statement from the instructor. Additionally, the CAO will confer with the assistant dean.

**STUDENT TO COMPLETE**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Student's LAPU Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Year: \_\_\_\_\_ Session: \_\_\_\_\_

Success Coach's Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**On the following page, please provide your rationale and documentation list for the grade appeal.**

**Please provide rationale for submitting grade appeal:**

**Please list type of documentation you are attaching:**



**EMAIL FORM TO**  
[registrar@lapu.edu](mailto:registrar@lapu.edu)  
— OR —  
**MAIL FORM TO**  
**Los Angeles Pacific University**  
300 N. Lone Hill Ave, #200  
San Dimas, CA 91773