



Formal Grade Dispute Resolution Hearing Request Form

Before filling out this form, the student must have followed all steps in the Informal Grade Dispute Resolution Procedures. This form must be filed within one semester of the instructor of record's response in the Informal Grade Dispute Resolution Procedures. Please see the Student Grade Dispute Policy and Procedures for details and complete timeline.

This form must be typed. All supplemental information/additional pages must be typed where possible.

STUDENT NAME: _____ STUDENT ID#: _____
Last, First, MI

TODAY'S DATE: _____
mm/dd/yyyy

CLASS INFORMATION FOR CLASS IN QUESTION:

COURSE NAME/ID: _____ SECTION #: _____

SEMESTER/YEAR: _____ INSTRUCTOR NAME: _____

Please provide a clear and concise statement of the grade dispute, including details of the specific violation of Title V, § 55025. Use additional pages if necessary.

Identify the resolution, corrective action, or remedy to this dispute being sought. Use additional pages if necessary.

Please provide a detailed summary of all actions already taken by the student to resolve the issue, including dates and times for all meetings that occurred during the Informal Grade Dispute Procedure. Use additional pages if necessary.

Please attach copies of all documents, assignments, or related materials that indicate that Title V, § 55025 has been violated.

Students- please retain a copy of this completed form for your records. Please submit completed form and all related documentation to the Vice President of Instruction, Office of Instruction, AA-103.

STUDENT SIGNATURE: _____

By signing this form, you are indicating that all information provided is complete, accurate, and relevant to the best of your knowledge.