

University of La Verne

GRADE APPEAL POLICY

Final Grades

Grades submitted to the Office of the Registrar by the instructor of record are final and official. By policy a final grade is based on the instructor's evaluation of course work completed as of the contractual end of the course. **Final grades may not be changed as the result of the submission of additional work or the repeating of examinations after the contractual conclusion of the course for the purpose of improving the final grade.**

Grade Change Policy

The Registrar is authorized to accept an adjusted grade only when all the following conditions are met:

1. The student applies to the instructor for a reevaluation within four weeks after the student grade is available through MyLaVerne
2. The instructor concludes by re-evaluation that the original grade issued was in error
3. The revised grade is officially reported by the instructor to the Office of the Registrar as a result of re-evaluation within a reasonable time after the grade report was made available on MyLaVerne.

Repeating a Course

A student may elect to repeat a University of La Verne course for the purpose of improving a grade only if repeated at La Verne. The student must enroll in the same La Verne course and is expected to repeat the course in its entirety. When a course is repeated, the original course, grade, and semester hours remain on the transcript, but are appropriately marked and are no longer part of the student's GPA or applicable toward credit for graduation. Only the grade and semester hours of the repeated course are counted.

Notification of final grades for each course is made through each student's MyLaVerne account. A student who has a hold on his or her account must clear the hold to view final grades.

More information can be found in the University of La Verne's Course Catalog.

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GRADE APPEAL FORM

Students wishing to appeal course grades should first contact the instructor of the course to appeal the grade. The appeal must be made within four weeks after grades are issued. A successful appeal will require a Change of Grade form to be submitted by the instructor to the University Registrar in Woody Hall.

If the student is dissatisfied with the appeal outcome with the instructor, they can appeal to the Department/Program Chair and may continue the appeals to the Dean of the College and ultimately to the Provost. Provost decisions are final.

STUDENT INFORMATION

First Name: _____

Last Name: _____

Student ID: _____

Phone Number: _____

ULV email: _____

Major: _____

COURSE INFORMATION

Course Title: _____

Subject & Course Number: _____

Course CRN: _____

Term & Year Taken: _____

Grade Received: _____

Department: _____

Instructor's First & Last Name : _____

Department Chair's First & Last Name : _____

Have you contacted the instructor to appeal the grade?

Yes No

If yes, date contacted: _____

Have you contacted the department chair to appeal the grade?

Yes No

If yes, date contacted: _____

"I hereby certify that, to the best of my knowledge, the provided information is true and accurate."

Student Signature

Date: _____

APPEAL INFORMATION

What are the grounds for the appeal? (Mere disagreement with your grade does not constitute sufficient grounds for a grade appeal)

What evidence supports these grounds?

Personal statement:

Email the completed PDF form and any supportive documentation to the Instructor/Department Chair, or the College Dean (where the course resides), or the Provost Office depending on the level of appeal you are submitting. However, you must follow the appeal process, starting with the instructor.