

**STATEMENT OF GRIEVANCE**  
**(Board Policy 5505: Grade Grievance Policy)**

Pursuant to California Education Code Section 76224(a) and Board Policy 5505, Section I. B., 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. (Please see below for the definitions of mistake, fraud, bad faith, or incompetence pursuant to BP 5505, Section II. A. B. C. D.)

Please state the basis of the grade grievance based on the definitions of mistake, fraud, bad faith or incompetence as provided in BP 5505, Section II, A. B. C. D. Attach extra pages if necessary, sign, and date this form. This form must be filed with the dean no later than 45 days after the student knew or should have known of the grade in the course. The dean shall provide a copy of the Statement of Grievance form to the affected faculty member(s) within 5 days after the form has been filed. (See Board Policy 5505, Section IV. A.)

Student's Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
(PRINT)

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Ticket Number: \_\_\_\_\_ Term: \_\_\_\_\_

**BP 5505 Section II. Definitions** (Check One)

- A. **Mistake**: an unintentional act, omission or error by the instructor or the college.
- B. **Fraud**: a deception deliberately practiced in order to secure unfair or unlawful gain.
- C. **Bad Faith**: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristic contrary to Education Code Section 66250, et. seq., including but not limited to, Section 66270 and Title 5, California Code of Regulations, Section 59300 et. seq.
- D. **Incompetence**: a lack of ability, legal qualification, or fitness to discharge a required duty.

Basis for your grievance (*explain*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: Student's Signature

\_\_\_\_\_  
Date

Received By: Dean's Signature

\_\_\_\_\_  
Date

**REQUEST FOR A GRIEVANCE HEARING**  
**(Board Policy 5505: Grade Grievance Policy)**

Pursuant to Board Policy 5505, Section IV. B., a request for a grievance hearing shall be filed with the dean on the Request for Grievance Hearing form within 30 days after filing the Statement of Grievance. (See Board Policy 5505 for Grade Grievance procedures)

**Student's Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_  
(*PRINT*)

**Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Ticket Number:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**College:** (*Check One*)

- Irvine Valley College
- Saddleback College
- ATEP

I, \_\_\_\_\_, hereby request a grievance hearing based on  
BP 5505 (Section II. A. B. C. D.)

(*Check One*)

- Mistake
- Fraud
- Bad Faith
- Incompetence

\_\_\_\_\_  
**Submitted By: Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Received By: Dean's Signature**

\_\_\_\_\_  
**Date**

**STATEMENT OF APPEAL**  
**(Board Policy 5505: Grade Grievance Policy)**

Pursuant to Board Policy 5505, Section V. A., a request for an appeal shall be filed with the College President within 10 days following the Grievance Hearing Panel decision regarding the grievance. (See Board Policy 5505 for Grade Grievance procedures)

**Student's Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_  
(*PRINT*)

**Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Ticket Number:** \_\_\_\_\_ **Term:** \_\_\_\_\_

**College:** (*Check One*)

- Irvine Valley College
- Saddleback College
- ATEP

I, \_\_\_\_\_, hereby request an appeal.

(*Check One*)

- Mistake
- Fraud
- Bad Faith
- Incompetence

**Basis for your appeal** (*explain*):

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\_\_\_\_\_  
**Submitted By: Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Received By: President's Signature**

\_\_\_\_\_  
**Date**