

Berkeley Division of the Academic Senate
Committee on Courses of Instruction (COCI)

FORMAL GRADE GRIEVANCE CHECKLIST

COMPOSITION OF AD HOC GRIEVANCE COMMITTEE

- Ad hoc grievance committee chair (faculty member that is not the department chair)
- Two additional faculty members (one from the same unit, one from a different unit)
- Two students in good standing appointed by the student associations of the unit (or by the ASUC/Graduate Assembly if no such association exists – see COCI Handbook 3.3.1.3)

TIMING

- The student filed the grievance within one calendar year of the last day of the semester in which the final grade was posted
- The department completed its process within 20 working days of submitted grievance

REQUIRED DOCUMENTATION

- Student description of the basis for the grade grievance, grounds on which grade is being challenged, and the original work if it exists
- Grievance specifies the grounds on which the grade is being challenged
- A written response from the instructor
- A written rebuttal from the student (if no rebuttal is presented, there must be documentation that ample opportunity for submitting one was provided)
- A written rebuttal from the instructor to the student's response (if no rebuttal is presented, there must be documentation that ample opportunity for submitting one was provided)
- A written report from the ad hoc grievance committee, and signed by the committee chair, presenting its recommendation and rationale behind the recommendation along with minority views
- Membership of the ad hoc grade grievance committee must be identified in the written report
- Documentation that the student and instructor received copies of the ad hoc grade grievance committee report
- Any additional documentation which the submitting parties judge supportive of their case