

Grade Change Petition

Clearly PRINT all required information in ink

(NOTE: Time limit for submittal of Grade Change Petition is one year from end of semester in which grade was earned)

Student Information

Name _____ Student ID _____
Last First MI
Address _____ Date of Birth _____
Street Apt City State Zip
Telephone (____) _____ Telephone (____) _____ Email _____
Day Evening

Course Information

Course & Number _____ Units _____ Semester _____ Year _____ Section No. _____
Instructor _____ Grade Assigned _____ Grade Requested _____

Justification for Grade Change

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. **Grade Change Petitions must be submitted within one year after the grade was assigned.** In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President or designee.

Attach copies of any documents that prove there was a discrepancy between the instructor's stated grading system (listed on class syllabus) and the grade you received. If you are requesting a grade to be changed to a "W", attach proof that you attempted to drop your class before the college deadline. Remember that it is the student's responsibility to drop a course before the listed deadline.

Student Signature _____ Date _____

Do Not Write Below This Line – Official Use Only

Instructor: ☐ Approval ☐ Denial

Comments: _____

Instructor Signature: _____ Date: _____

This is to certify that the information on this petition is correct, that the instructor above is authorized to make this grade correction, and that this is his/her signature.

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____