



GRADE CHANGE FORM

Instructor: Please type or print below

Semester/Year Grade Earned: _____ Date: _____

Student's Name: _____ Student ID #: _____

Instructor's Name: _____ Course/Section#: _____

Original Grade of _____ Earned

Change to Grade of _____

Reason for Change:

Correction of error when issuing the grade assigned. (Ed Code, Title 3, Section 76224)
Grade Changes in the absences of mistake, fraud, incompetency, or bad faith, the determination of a student's grade by an instructor shall be final once it has been filed in the Admissions & Records Office.

NO GRADE CHANGE MAY BE MADE FOR A COURSE COMPLETED IN EXCESS OF A YEAR WITHOUT SUPPORTIVE EVIDENCE.

Comments to clarify the above: _____

Instructor's Signature

Date

DIRECTOR OF ENROLLMENT SERVICES

_____ In compliance with policy

Approved

Disapproved

Comments: _____

Director of Enrollment Services Signature

Date

THIS SECTION TO BE COMPLETED BY ADMISSIONS & RECORDS OFFICE

Grade of _____ posted on Academic Record on _____ by _____

Student Address: _____ City/State _____ Zip: _____

Grade Change Policy

The determination of a student's grade by the instructor will be final in the absence of mistake, fraud, bad faith, or incompetency. Grades cannot be changed by retaking examinations or submitting additional coursework after the semester is completed unless an Incomplete grade has been issued.

Students should submit a request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested. If the faculty member is not available; the request should be submitted through the appropriate Academic Dean or appropriate Vice President; **however, only the faculty member that assigned the original grade may authorize a change of grade.**

Grade Change Petitions must be hand delivered by the instructor, Academic Dean, or appropriate Vice President to the Admissions & Records Office for processing.

Important Note: Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable issue as described by the California Education Code (Section 76224): "... 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, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Grade Change Form Process

1. Instructor obtains the Grade Change form from the Admissions & Records Office.
2. The Grade Change is completed by the instructor.
3. The Grade Change form must be submitted fully intact by the instructor.
4. The Admissions Office will give the instructor his/her copy (yellow) after the grade change has been posted.
5. The Admissions Office will then mail the student his/her copy (pink) after the grade change has been posted.