



PETITION FOR GRADE REVIEW

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|------------------|-------------------|--------------------------|-------------|
| LAST NAME | FIRST NAME | STUDENT ID NUMBER | DATE |
|------------------|-------------------|--------------------------|-------------|

| | |
|----------------|---------------------|
| ADDRESS | PHONE NUMBER |
|----------------|---------------------|

| SEMESTER/YEAR TAKEN | COURSE NAME & NUMBER | SECTION NUMBER | INSTRUCTOR | GRADE RECEIVED | GRADE REQUESTED |
|---------------------|----------------------|----------------|------------|----------------|-----------------|
|---------------------|----------------------|----------------|------------|----------------|-----------------|

All items above must be filled in before petition will be reviewed. Please explain fully your reasons for requesting this grade review. READ PROCEDURES ON REVERSE SIDE OF THIS PAGE. Use an extra sheet of paper if necessary.

Student's Signature

↓ **FOR OFFICE USE ONLY** ↓

TO INSTRUCTOR: Please indicate your decision below and forward the petition to your Division Chairperson.

No change is authorized

Change grade in above course to _____

REASON: _____

(See reverse side of this page)

Instructor's Authorization Date

Division Chairperson Review Date

Dean of Academic Affairs Approval Date

Final Processing by Admissions Date

FOR ADMISSIONS OFFICE USE ONLY

Initials & Date: _____

Petition Number: _____

Notice to Student: _____

BASIS FOR GRADE CHANGE UNDER THE STATE EDUCATION CODE

76224. (a) 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 incompetency, shall be final.

PETITIONS FOR GRADE REVIEW MUST BE FILED WITH THE ADMISSIONS AND RECORDS OFFICE WITHIN ONE YEAR FROM THE LAST DAY OF THE SEMESTER IN WHICH THE DISPUTED GRADE WAS AWARDED.

GRADE REVIEW PROCEDURES

STUDENT

1. The student must pick up and return the PETITION FOR GRADE REVIEW to the Admissions Office.
2. The student must fill out (TYPE OR WRITE LEGIBLY) all parts above the "FOR OFFICE USE ONLY" line. Failure to fill out all petition items will prevent any further processing of the petition.
3. The student must complete a separate petition for each grade to be reviewed.
4. PETITIONS SUBMITTED TO THE INSTRUCTOR FIRST WILL NOT BE ACCEPTED.
5. The student will be notified by mail of the action on this petition.
6. All PETITIONS FOR GRADE REVIEW, both approved and denied, will be placed in the student's file.

ADMISSIONS

7. The Admissions Office will review this petition to determine if it has been properly filled out by the student.
8. Admissions will forward petition to instructor for approval or denial and attach a Grade Change Form, a copy of the Permanent Attendance Roster, and/or a copy of the Grade Collection Form.

INSTRUCTOR

9. The instructor must state in writing the reason for approval or denial.
10. The instructor will forward the signed petition to the Division Chairperson for review.
11. The Division Chairperson will forward the signed petition to the Dean of Academic Affairs for approval.
12. The Dean of Academic Affairs will forward the signed petition to the Admissions Office for final processing.