

PETITION FOR GRADE CHANGE

LAST NAME	FIRST NAME	STUDENT ID NUMBER	DATE
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EMAIL ADDRESS

SEMESTER/YEAR TAKEN	COURSE NAME & NUMBER	FIVE-DIGIT COURSE NUMBER	INSTRUCTOR	GRADE RECEIVED	GRADE REQUESTED
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All items above must be filled in before petition will be reviewed. Please explain fully your reasons for requesting this grade review, and include any supporting documentation. **READ PROCEDURES ON REVERSE SIDE OF THIS PAGE.** Use an extra sheet of paper if necessary. This form is not to be used to request a W be changed to an EW. Please use the Emergency Withdrawal (EW) petition.

 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

 Dean of Academic Affairs Approval

 Date

 Admissions and Records Final Approval

 Date

FOR ADMISSIONS OFFICE USE ONLY

Initials & Date: _____

Notice to Student: _____

BASIS FOR GRADE CHANGE UNDER THE STATE EDUCATION CODE

AP 4231. When grades are given for any course of instruction taught in a community college district, The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency.

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 or fill out and email to admissions@lacitycollege.edu from their LACCD Student Email Account.
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. Supporting documentation is required.
3. The student must complete a separate petition for each grade to be reviewed.
4. The student will be notified by email of the action on this petition.
5. All PETITIONS FOR GRADE CHANGE, 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 Admissions and Records Office.
11. Admissions 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.