



Student Grade Correction Petition

Submit to Division Office for instructor and division dean signatures and statements. Must submit petition with typed statement, along with supporting documentation.

Today's Date: _____

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: w _____ Phone Number: _____ Date of Birth: _____

Note to student: Use only one petition per course. You must include a typed statement as to your reasoning for your request.

One of the following criteria must be met before the Grade Correction Petition will be considered. (Please check the appropriate box, indicating which criteria has been met):

- I believe that a mistake was made in determining my grade.
- I believe that the grade given reflects fraud, bad faith, or incompetence.

Action requested for the following course:

Semester/Year	Course Name/Number	Section Number	Instructor	Grade Received	Grade Requesting

I have provided all supporting documents needed to submit this petition. I understand if no documents are provided, it may result in a denial of my petition. I also verify that I have read the information on the reverse side of the form. ****It is the student's responsibility to submit petition to the Division Office****

Student Signature: _____ Date: _____

Office Use Only

Instructor: Please check appropriate box, sign and forward to Division Dean. Attach photocopy of the grade book or grade records that support your decision.

Instructor Name: (Please Print) _____

- Yes, a computational or procedural error has been made. Please change grade to: _____
- No computational or procedural error has been made.

INSTRUCTOR STATEMENT Required: _____

Instructor Signature: _____ **Date:** _____

DIVISION DEAN: Please check appropriate box, sign, and forward to Admissions & Records.

Dean Name: (Please Print) _____

- Agree
- Disagree (with instructor)

DEAN STATEMENT Required:
(Only required if you disagree with the instructor.)

Division Dean Signature: _____ **Date:** _____

- Approved
- Denied

A&R Office Notes

Initials _____ Date _____ Posted Student Notified

Important Information

In accordance with Title 5, section 55025 and YCCD Board Policy 4230 and 4231, Grade Change petitions will only be accepted under this rule:

1. There is a one year time limit for challenging any evaluative or non-evaluative grade/symbol. This limit will begin at the end of the term in which the grade/symbol was assigned.
2. Students should first attempt to meet with the instructor and then the Division Dean to remedy the grade correction prior to petitioning.
3. The correction of grades given in error shall include expunging the incorrect grade from the record.
4. Students may not apply to change a Pass/No Pass grade to a letter grade or a letter grade to Pass/No Pass (*Columbia College Catalog*).
5. Attach any supporting documentation. Petitions submitted without a typed statement and supporting documentation may be denied.

***Please note: Any documents submitted with the petition may be reviewed by anyone necessary in the determination of the decision. This includes, but is not limited to the President, Vice President of Instruction, Division Dean, Instructor, faculty members and Director of Admissions & Records.*

6. Submit petition to Division for completion. **Instructor and Division Dean statement and signature are required.**
7. All communications will be sent to your Columbia College student email.
8. You will receive written notification through your student email within thirty to forty-five (30 to 45) business days after the petition has been reviewed.
9. Should your petition be denied, you may appeal the decision within 30 days of when the denial letter was sent. The appeal may include new or additional information that was not included in the original form. **Please note: petitions indicating fraud, bad faith, or incompetence cannot be appealed.**