REQUEST FOR GRADE CHANGE

Procedures

1) Instructor submits completed form to Admissions and Records.
2) Admissions and Records forward the form to the appropriate Division Dean for approval. If approved, the form is forward to Administrations and Records for Processing. If not approved, the form is forwarded to the Vice President of Academic Services for review.
3) Once the corrected grade has been posted on the student records, an updated unofficial transcript will be sent to the student and/or transfer institution as applicable, notification is provided to the instructor that the grade change has been made *(Article 9L.3)*. The grade change is reported in Class-web and visible for both the instructor and the student.

Note: A Request for grade change must be initiated by the instructor of record during the semester immediately following the terms for which the grade was assigned. Grade changes will not be made after the established deadline except in cases of extenuating circumstances. Requests for a grade change under this exception shall be made to the Vice President who may, upon verification of the circumstance(s), authorize the instructor of record to initiate the grade change. The student must present evidence of the extenuating circumstance(s). If the instructor of record is unavailable, the Campus Academic Fairness Committee or Student Grievance Committee will review the grade change request.

Citations:
Education Code Section 76224 "The grade given to each student shall be the grade determined by the instructor of the course and determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."
See also Article 9L.1 of the Collective Bargaining Agreement between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association.

_____	_____	_____
Student's Last Name	First Name	W ID #
_____	_____	_____
Course CRN	Course & Number (e.g., ENGL 1A)	Term/Year

GRADE TO BE CHANGED FROM: _____ TO: _____ UNITS: _____

Reason for change per Ed Code 76224 (Check one)

☐ Instructor/Clerical Error ☐ Incomplete Grade – student requirements have been completed
☐ Other _____

Please specify. Refer to citation above for valid reasons for grade change.

Rationale: _____

_____	_____	_____
Instructor of Record (Print Name)	Instructor's Signature	Date

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☐ Approved (Return to A & R for processing only) ☐ Not Approved (Submit form to Vice President of Academic Services for review)

Rationale: _____

_____	_____	_____
Division Dean (Print Name)	Division Dean's Signature	Date

☐ Approved (Return to A & R for processing) ☐ Not Approved (Return form to instructor per Article 9L.3)

Rationale: _____

_____	_____	_____
Vice President (Print Name)	Vice President's Signature	Date

☐ Posted in Banner
☐ Updated unofficial transcript sent
☐ Faculty notified (per Article 9L.3)

_____	_____
Admissions & Records Staff	Date

Revision date: 2/14/17