



Request for Grade Change Instructions

No grade can be changed without the written consent of the instructor who assigned the grade. Exceptions to this requirement are noted below:

- A. A grade change can be recorded by Admissions and Records due to clerical error. The instructor of record will be notified of such change.
- B. If the instructor is unavailable to complete the form, the department chair may change a grade as noted in paragraph (2) below.
- C. If the student has filed a discrimination complaint or the District determines that there has been fraud, bad faith, or incompetence by the instructor, the following persons may authorize a grade change based on the determination resulting from procedures outlined in District Policies P-2423 (Equity Officer) or P-2412 (Vice President of Student Services). See paragraph (4) below.

The Grade Change Form must not be handed to student for submittal.

Instructions:

1. Instructor completes the Request for Grade Change Form. The reason for the grade change must be stated and the form must be signed and dated by the instructor.
2. If the change is authorized by the department chair for the reason listed in paragraph (B) the reason for the change must be stated and signed by the chair.
 - a. Instructor Unavailable:
 - i. Prior to indicating an instructor is unavailable, reasonable attempts to contact the instructor must be made and should be noted in the "Comments" section.
 - ii. If the instructor authorizes the change but cannot sign the form, the department chair can authorize and indicate the nature of the verification, e.g., email or phone.
3. Upon completion, the form should be forwarded to the Department Dean who signs to confirm the change is at the request of the instructor of record for the class or by the department chair for the reason listed in paragraph (B). The form is then submitted to the Admissions and Records Office for processing.
4. If the change is due to reasons noted in paragraph (C) above then the appropriate person will sign the form, check the "Other" box and write in the space provided a general statement indicating the change is in accord with District Policy. A copy of the final District decision must be retained but not be attached to the form.
5. The Admissions and Records Office will notify the instructor after the grade change has been processed.

Title V Section 55025 Grade Changes: In any course of instruction in a Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55023, Academic Record Symbols and Grade Point Average. The determination of the student's grade by the instructor shall be final in the absence of Mistake, Fraud, Bad Faith or Incompetency. Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.

Education Code section 76232: Any student may file a written request with the chief administrative officer of a community college district to correct or remove information recorded in his or her student records which the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.



LOS RIOS

COMMUNITY
COLLEGE
DISTRICT

- American River College
- Cosumnes River College
- Folsom Lake College
- Sacramento City College

Request for Grade Change

_____ Student's Name		_____ Student ID Number (EmplID)	
_____ Course Number (i.e.: 14178)		_____ Course Title (i.e.: ACCT 101)	
_____ Instructor (please print)		_____ Day Phone Number/Email	
For the: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		Year: _____	
Grade: From _____ To _____		Units: From _____ To _____	
Reason for Change: _____ _____			
_____ Signature – Instructor		_____ Date	
To be completed if instructor did not sign.			
<input type="checkbox"/> Instructor not available <input type="checkbox"/> Other			
Comments: _____ _____			
_____ Department Chair (please print)		_____ Signature – Department Chair	
		_____ Date	
_____ Department Dean (please print)		_____ Signature – Department Dean	
		_____ Date	
To be completed only if the change is due to reasons noted in paragraph (C) (see Instructions)			
_____ Equity Officer/VPSS (please print)		_____ Signature – Equity Officer or VPSS	
		_____ Date	

Admissions and Records Office Use Only:

Processed:	_____	_____
	Initials	Date
Instructor notified	_____	_____
	Initials	Date
<input type="checkbox"/> via email <input type="checkbox"/> copy of form		

(PLEASE READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING)