Request for Record Correction

Student Information Name:

Name: _____ **Student ID:** _____
Last *First* *M.I.*

Address: _____
No. & Street *City* *State* *Zip Code*

Phone: _____ **Email Address:** _____

Dept. & Course #: _____ **Course Title:** _____ **Course Code:** _____
i.e. NUTR 010 *i.e. Nutrition* *i.e. 12345*

☐ **Summer** _____ ☐ **Fall** _____ ☐ **Spring** _____
Year *Year* *Year*

Instructor's name: _____ **College:** _____

Instructor Use Only

A copy of the instructor Class Rollbook MUST be attached.

Grade: From _____ To _____ **Units:** From _____ To _____ **Level:** From _____ To _____

Instructor's Reason for Recommendation: _____

☐ **See Attached Documentation** _____

X _____ **X** _____ _____
Instructor's Name (please print clearly) *Signature - Instructor* *Date*

Divisional Dean Use Only

☐ **Request Approved** ☐ **Request Denied** **Reason:** _____

_____

X _____ **X** _____ _____
Division Dean of Instruction's Name (please print clearly) *Signature - Division Dean of Instruction* *Date*

Vice Chancellor of Student Services Use Only

☐ **Request Accepted** ☐ **Request Rejected** **Reason:** _____

_____

X _____ _____
Signature - Vice Chancellor of Student Services *Date*

Admissions and Records Use Only

☐ **Processed** **X** _____ _____
Initials *Date*

Request for Record Correction Instructions

- No grade will be changed later than **two years** after the calendar date ending the semester in which the grade was assigned.
- No grade can be changed without the written consent by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and incompetency.
- Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- No grade except **Incomplete** may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- Only the instructor is required to sign grade changes from "I" to a grade.

Grade changes other than Incomplete:

Step 1- Instructor completes the Request for Record Correction Form and submits it to the Division Dean with a copy of the Class Rollbook.

Step 2- The Dean makes a recommendation to the Vice Chancellor of Student Services.

Step 3- Upon approval, the request will be processed by Admissions & Records. The student will be notified of the outcome by the Dean's Office.

Education Code Section 76224: "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."*