



Grade Correction Petition

Student Name: _____
First
Middle Int.
Last

Student 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. There is a one-year time limit for a student to request a grade correction. The time limit begins at the end of the term during which the grade was given. Students may not apply to change a Pass/ No Pass grade to a letter grade or a letter grade to Pass/ No Pass. Attach any supporting documentation. Please read instructions on reverse side for more information. Petitions submitted without supporting documentation may be denied.
All communication will be sent to your MJC student email.

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

Student Signature: _____ Date: ____/____/____

**** It is the student's responsibility to submit petition to the Division Office**** I also have read the information on the reverse side of the form.

Office Use Only

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

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

INSTRUCTOR STATEMENT Required: _____
(Please read statement on reverse side)

Instructor Signature: _____ Date: ____/____/____

DIVISION DEAN: Please check appropriate box, sign and forward to Enrollment Services. **Dean Name:** Please print _____

- Agree Disagree (With Instructor) **DEAN STATEMENT Required:** _____
(Only required if you disagree with the instructor. Please read statement on reverse side)

Division Dean Signature: _____ Date: ____/____/____

Designee Signature: _____ Approved Denied Date: ____/____/____

Petition Committee Review Committee Signatures: _____

Comments: _____

Staff Initials: _____ Date: ____/____/____ Posted Student Notified

General Information

In accordance with Title 5, section 55025 and YCCD Board Policy 4230, grade change petitions will only be accepted under this rule.

1. There shall be a one year time limit for challenging any evaluative or non-evaluative symbol. This limit will begin at the end of the term in which the symbol was assigned.
2. The correction of grades given in error shall include expunging the incorrect grade from the record.

Student Information

1. Incomplete petitions may not be approved. Check boxes that apply to you and provide a typed statement, along with documentation.
2. Submit petition to Division for completion. **Instructor and Division Dean statement and signature are required.**
3. The Grade Correction Petitions are reviewed by the Director of Admissions and Records.
4. You will receive written notification through your MJC student email within thirty to forty-five (30 to 45) business days after the petition has been reviewed.
5. 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.

Faculty/Division Information

If you have received this form, please review the petition in question before completing and signing the petition. Facts and documentation are needed to support the petition.

Please provide relevant information and/ or documentation to assist the Director of Admissions and Records in making a determination. If you don't provide enough information, we will request more information from you and the petition will remain pending. You may review or follow-up on the status of this petition at any time.

NOTE: Your grade records are often the sole source in rendering a decision; please review and attach the grade book or grade records before completing and signing this petition.

If you have any questions regarding the petition process please contact Brigitte James at 209-575-6015 for assistance. Once the petition has been completed by both the Instructor and Division Dean, please forward the petition to Brigitte Calderon in Enrollment Services on East Campus.

****The student does have the right to review comments and documents provided.****