



PETITION FOR CHANGE TO ACADEMIC RECORDS

Last Name	First Name	Delta ID	Student Email	
Course Dept. No	Course Code No.	Term & Year	Instructor Name	Grade Received

AP 4231 Grade Changes and Adjustment of Fees Reference: Education Code Sections 76232; Title 5, Section 55025

GRADE CHANGES

- A. The instructor of a course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith or incompetency.
- B. Students who believe that an error was made in a grade entered on their permanent record may petition the Director of Admissions and Records to correct the record. Petitions for a grade change must be filed no later than one (1) year after the term for which the grade was posted and will be made only after the assigning instructor determines the validity of such a petition and issues a written authorization for the grade change. Grades will not be changed for courses completed more than one (1) year prior to the date of a petition except as noted in paragraph "C" below.
- C. In cases of alleged instructor fraud, bad faith or incompetence, the final determination regarding the removal or charge of a grade or adjustment of fees will be made by the Superintendent/President or designee as set forth by Administrative Procedure 5530, (Student Rights and Grievances).
- D. Only one grade change petition per course is allowed.

FEE REMOVAL

- E. Students who believe that an error was made in enrollment, non-resident, or class fees charged against their student account based on last date of attendance may petition the Director of Admissions and Records to correct the record. Petitions for a removal of fees must be filed no later than one (1) year after the term for which the fees were charged and will only be made after the instructor of record determines the validity of such petition based on last date of attendance and issues a written authorization for the correction of the drop date.
- F. Fees will not be charged for courses completed more than one (1) year prior to the date of a petition except as noted in paragraph "C" above.
- G. Only one request for adjustment of fees petition per course is allowed.

SPECIAL CIRCUMSTANCES

- H. The District will consider petitions for documented special circumstances for one and one half years (1 ½ years). Amended 05-31-2011

It's the student's responsibility to drop classes or withdraw from College.

Grade recorded is incorrect. Based on the last date of attendance, I am requesting one of the following:

- NO SHOW:** I never attended this course or actively participated in this online course. Note: Fees are automatically removed if never attended.
- REMOVAL OF FEES ONLY:** I attended this course but stopped attending on _____. Note: Fees are removed only if student stopped attending on or before refund date. (Last date attended)
- No W:** I stopped attending this course or actively participating in this online course on _____. Note: Fees are removed only if the student stopped attending on or before the refund date. (Last date attended)
- W:** I stopped attending this course or actively participating in this online course on _____. (Last date attended)
- EW:** I am requesting an Excused Withdrawal. Please provide copies of supporting documentation.

Grade should be: A A- B+ B B- C+ C D F Pass No Pass

Justification for petition: (Attach a written or typed explanation & provide copies of supporting documentation.)

Student Signature _____ Date _____

Instructor of Record: _____ Date _____

Division Dean: _____ Date _____

This section must be completed by the Instructor of Record or Division Dean only

Section A:

1. Did the student attend the course?

YES (If "Yes" please answer questions 2-5 below) NO (If "NO" skip to Section B.)

2. Student's last date of attendance or *last date of active participation (online course): _____

*If this is an online course, the last date of attendance is defined as "as an academically-related activity that is documented." This would include, but is not limited to: a quiz, test, or assignment submission, meaningful participation in an online discussion, and student initiated contact with the instructor to ask a course-related question via email or chat. The last date of attendance is NOT defined as the last date of course log in, and is NOT the same as the drop date.

3. Did the student's absences prior to the last day before census exceed 1 more time than the course meets per week? YES NO

4. Did the student's absences prior to the last day to drop with a "W" exceed 1 more time than the course meets per week? YES NO

-If Yes, do you agree that the grade should be changed based on last date of attendance? YES NO

5. If the student is requesting a change of grade (A-F or P/NP), do you agree with the requested change?

YES NO

-If YES, Change grade to:

Please initial:

Section B: You indicated that the student *never* attended the course. Therefore, you are agreeing this student should be given a "No Show".

Yes, I Agree

Response: _____

Instructor Signature (Required) _____ Date _____

REF: AP 5075, 5150 POLCY: 4231

Submit response by Campus mail: A&R Attn: ar-petitions@deltacollege.edu

By mail to: San Joaquin Delta College Attn: A&R Petitions 5151 Pacific Ave BOX 102, Stockton CA 95207

This section must be completed by Admissions and Records only

ACTION TAKEN: Granted Denied No Action Taken Denied-exceeds 12 month time limit.

Response: _____

Director of Admissions & Records Signature _____ Date _____