



**PETITION  
FOR CHANGE TO ACADEMIC RECORD  
San Joaquin Delta College**

<b>For office use only:</b>
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	98 -			@students.deltacollege.edu
Last Name	First Name	Delta ID #	Phone Number	Delta Student Email
Dept. & No.	Course Code No.	Day(s) Time	Term & Year	Instructor Name

**AP 4231 Grade Changes**

Reference: Ed Code Sections 76224; Title 5, Section 55760

- 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 a 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 Registrar to correct the record. Petitions for a grade change must be filed within 39 months from completion of a course 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 39 months 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 change of a grade 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.

Amended 03-26-03

**IT IS THE STUDENT'S RESPONSIBILITY TO DROP CLASSES  
OR WITHDRAW FROM COLLEGE.**

**Based on the last date of attendance, I am requesting:**

Grade recorded is incorrect. Grade should be (please check one):

- NO SHOW: I never attended class or logged into online class.  
(Fees are automatically removed if student never attended.)
- NO "W": I stopped attending class or logging into online class on \_\_\_\_\_ (Last Date I Attended).  
(Fees are removed only if the student stopped attending on or before the refund date.)
- "W": I stopped attending class or logging into online class on \_\_\_\_\_ (Last Date I Attended)
- Grade Should be:     A     B     C     D     F     P (Pass)     NP (No Pass)

Justification: (Provide Appropriate Documentation If Applicable)

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Student's Signature \_\_\_\_\_

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**For INSTRUCTOR/DIVISION DEAN Use Only**

**This section must be fully completed including the last date of attendance.**

Instructor of Record \_\_\_\_\_ Date Sent \_\_\_\_\_

OR

Division Dean \_\_\_\_\_ Date Sent \_\_\_\_\_

**PROVIDE LAST DATE OF ATTENDANCE OR LAST LOGIN TO ONLINE CLASS:** \_\_\_\_\_

**THE APPROPRIATE BOX MUST BE CHECKED:**

YES NO

Did the student ever attend class?

Did the student's absences, prior to the end of the fourth week of the semester exceed two weeks of class time (i.e. 2 x the number of times the class meets per week)?

Did the student's absences reach three times the number of times the class meets per week prior to the last day of the fourteenth week of the semester?

If Applicable, grade change to: \_\_\_\_\_ Initials: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REF: AP 5075, 5150 Policy: 4231



**For STUDENT SERVICES Use Only**

**ACTION TAKEN:**  Granted  Denied  No Action Taken  Denied – exceeds 39 month time limit

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director of Admissions & Records Signature: \_\_\_\_\_ Date: \_\_\_\_\_