



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

For office use only:
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@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 and Adjustment of Fees

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

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 change 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 a petition based on last date of attendance and issues a written authorization for the correction of the drop date.
- F. Fees will not be changed for courses completed more than one (1) one 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 1-1/2 (one and one half) years.

Amended 06-03-11

**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)

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 _____

Student is requesting removal of fees ONLY

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 12 month time limit

Response: _____

Director of Admissions & Records Signature: _____ Date: _____