



Request for Record Correction

Student Information Name:

Name: _____ Student ID: _____
Last First M.I. or last 4 digits of SSN

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."*