



Request for Record Correction

Student Information

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

Associate Vice Chancellor of Student Services Use Only

Request Accepted Request Rejected **Reason:** _____

X _____
Signature - Associate 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 Divisional Dean of Instruction with a copy of the Class Rollbook.

Step 2- The Dean makes a recommendation to the Associate Vice Chancellor of Student Services.

Step 3- Upon approval, the request will be processed by Admissions & Records.
If denied, the student will be notified 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."*