



# COMPTON COLLEGE

## INSTRUCTOR GRADE CHANGE PETITION

STUDENT NAME: \_\_\_\_\_ COMPTON ID# \_\_\_\_\_

TITLE & COURSE NUMBER: \_\_\_\_\_ CRN # \_\_\_\_\_

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_ INSTRUCTOR'S NAME: \_\_\_\_\_

ORIGINAL GRADE: \_\_\_\_\_ REQUESTED GRADE: \_\_\_\_\_ UNITS: \_\_\_\_\_

### INSTRUCTOR'S EXPLANATION

(PROVIDE AN EXPLANATION OF APPROVAL OR DENIAL)

(DOCUMENTATION MUST BE PROVIDED FOR ALL APPROVALS)

(If a grade is changed from a letter grade to a "W" or "W" to NG, (no grade) you must give the withdrawal date.)

### INSTRUCTOR SIGNATURE

\_\_\_\_\_ Finding (circle one) Approve Deny  
Instructor's Signature Date

### ACADEMIC DIVISION DEAN'S EXPLANATION

\_\_\_\_\_ Finding (circle one) Approve Deny  
Division Dean's Signature Date

### ADMISSIONS' COMMENTS

\_\_\_\_\_  
Registrar or Dean, Enrollment Services Signature

Disposition (circle one): Deny Return to academic Affairs

Records Information GRADE CHANGED BY: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_



**COMPTON COLLEGE**  
**OFFICE OF ADMISSIONS & RECORDS**  
**GRADE CHANGE PETITION RESPONSE**

Instructor: Please read the following instructions before completing the grade change petition response. This form is to be used either in response to a “student grade change petition,” or as an instructor generated grade change. Instructors must provide an explanation on all grade petitions, approved or denied. If you are approving a grade change, then you must provide documentation to support the change.

- 1) Complete the student information section of the petition. This information is provided for you on the Student Grade Change Petition.
- 2) Complete the course information section. We must know the section number, the course number and name, the semester/term and year the class was taken, the instructor’s name, the original grade and the new grade and the units offered for the course. If you are denying the petition, then the new grade will be the same as the old grade.
- 3) Provide an explanation why you are approving or denying the petition.
- 4) Sign and date the petition and circle approval or denial
- 5) Attach any documentation that can support your approval of the grade change. Failure to document a change in grade may result in a denial of the petition by your Division Office and by Admissions.
- 6) Submit the completed Grade Change Petition and documentation to the Admissions and Records Office.

**WITHDRAWAL PETITION** (Petition for a “W”):

It is the student’s responsibility to process an official withdrawal from class on the telephone, on-line, or in the admissions office before the drop dates for that semester. If a student is enrolled in class beyond the drop dates, a grade shall be assigned. (see schedule for that semester.) A student who must withdraw after the drop dates for extenuating circumstances may petition for a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

**California Education Code 76224**

(a) When grades are given for any course of instruction taught in a community college district, 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.

**Compton College Board Policy 4231**

When grades are given for any course of instruction taught in the Compton Community College District, the grade given to each student shall be the grade determined by the instructor, in absence of mistake, fraud, bad faith, or incompetency, shall be final.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given. Procedures for appeal have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.

**ALL DOCUMENTATION MUST BE ATTACHED TO THIS**  
**PETITION TO PROCESS THE GRADE CHANGE**