EL CAMINO COLLEGE

STUDENT GRADE CHANGE PETITION

NAME: _____ DATE: _____

    (Last)   (First)   (MI)

ADDRESS: _____

    (Number)   (Street)   (City)   (Zip)

PHONE: _____BIRTH DATE: _____ ECC ID # _____

           (Mo) (Day) (Yr)

EMAIL: _____COURSE: _____ SECTION: _____TERM: _____ YEAR: _____

GRADE RECEIVED: _____ GRADE REQUESTED: _____ INSTRUCTOR: _____

STUDENT'S EXPLANATION

Reason for request: Explain fully why you feel a grade change is warranted. Use additional paper if needed. Documentation to support your request should be submitted with the petition. Note: grade petitions submitted for a term that ended more than 18 months since the end of the term will not be considered. If possible, meet with your instructor prior to submitting a grade change petition. This completed petition must be submitted to the Instructional Division Office.

ALL DOCUMENTATION MUST BE ATTACHED TO THIS PETITION TO PROCESS YOUR GRADE CHANGE

I hereby certify that the information provided above on this petition, any additional information attached, and any supporting documentation provided is accurate and complete.

_____   _____

Student's Signature   Date

PLEASE SEE REVERSE SIDE

Received By: _____   Date: _____

Student: please read the following instructions before completing the grade change petition. Please discuss your grade with the instructor before submitting a grade change petition. This will speed up and simplify the process for you.

1) Petitions that are submitted more than 18 months after the end of the term of the course, that are not clear or complete in explanation, or are not properly documented will be denied.
2) Complete the student information section of the petition. If you do not know your ECC ID number, you may use your social security number.
3) 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, and the name of the instructor.
4) Indicate the reason or reasons for this petition. Please read the California Education Code 76224 and El Camino College Board Policy 4231 provided for you below.
5) Provide a complete explanation justifying your reasons for a grade change. Please stay on topic and write legibly.
6) Sign and date the petition.
7) Attach any documentation that can support your petition. Failure to provide documentation may result in the delay of processing your petition or in its denial.
8) Make a copy of your petition and your documentation and keep the copies for your records.
9) Turn in the completed petition and the documentation to the appropriate Academic Division 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.

El Camino College Board Policy 4231

When grades are given for any course of instruction taught in the El Camino 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.

The full policy and procedure for grade changes may be found at the Instructional Division or Records Offices or on the El Camino College website at www.elcamino.edu.

01/2008wm