



STUDENT GRADE CHANGE PETITION

Admissions and Records Office
Email: petitions@compton.edu
Phone: (310) 900-1600 ext. 2050

STUDENT INFORMATION

Last Name: _____ First Name: _____ ID #: A _____

Currently Enrolled: ☐ Yes* ☐ No

Phone: (____) _____ Email Address: _____

COURSE INFORMATION

Term: _____ Year: _____

Course: _____ CRN: _____ Instructor Name: _____

Grade Received: _____ Grade Requested: _____

Only grades of A, B, C, D, or F may be requested, or P/NP if the student petitioned for that grading option.

Select reason for Grade Change: ☐ Mistake ☐ Fraud ☐ Bad Faith ☐ Incompetency

Student initiated grade change requests to change an academic mark need to occur within 18 months of receiving the grade. Reasons a student may request a grade change include the following: *Incorrect due to a faculty mistake, faculty fraud, faculty bad faith, or faculty incompetency (Administrative Regulation 4231).* Grade changes are not permitted based on coursework submitted after the end of the course. A student who is requesting to petition for a "W", "EW" or "MW" must use the [General Petition or the Excused Withdrawal Petition](#).

* Communications will be sent to the Compton email for currently enrolled students.

Processing can take up to 90 days

STUDENT'S EXPLANATION

Reason for request: Explain the reason you believe a grade change is warranted. Use additional paper if needed and attach supporting documentation (if applicable) to support your request. Submit this petition to the Admissions Office by email or in person at SSB 180.

Certification: I certify that the information provided above on this petition, any additional documents or attachments are accurate and complete.

Student's Signature

Date

INSTRUCTOR'S RESPONSE

Provide a detailed explanation for Approval or Denial. Documentation and justification are required.

☐ Approve ☐ Deny

Instructor's Signature: _____ Date: _____

☐ Approve ☐ Deny

Dean's Signature: _____ Date: _____

Admissions and Records Office Use Only

A&R Comments: _____

Processed by: _____ Date: _____



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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. The instructor of record for the course shall determine the grade to be awarded to each student. The Evidence/Records of Achievement shall justify the final grade assigned. The grade assigned shall be considered final and is not subject to reconsideration, exceptions in instance of a mistake, fraud, bad faith, or incompetency.

- 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) Grade changes are not permitted based on coursework submitted after the end of the course.

Student Instructions:

- 1) Complete the Student and Course Information sections. Enter the CRN, course name, the semester/term and year the class was taken, and the name of the instructor.
- 2) Check the reason or reasons for this petition according to AR 4231.
- 3) Complete the Student's Explanation and provide a concise justification for a grade change.
- 4) Sign and date the petition.
- 5) 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.
- 6) Make a copy of your petition and your documentation and keep the copies for your records.
- 7) Turn in the completed petition and the documentation to the Admissions Office by email to petitions@compton.edu or in person at SSB 180.

Faculty/Dean Instructions:

- 1) Provide an explanation for the approval or denial and provide documentation and justifications.
- 2) Instructor checks approve or deny, signs and dates the petition.
- 3) Dean checks approve or deny, signs and dates the petition.

WITHDRAWAL PETITIONS (Petition for a withdrawal "W", excused withdrawal "EW" or military withdrawal "MW")

It is the student's responsibility to process an official withdrawal from class on-line 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", "EW" or "MW" using the [General Petition or the Excused Withdrawal Petition](#). Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Students must initiate this request with Admissions and Records. Faculty cannot assign a W grade beyond the 75% mark of the semester/term. Faculty cannot assign an EW.

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. The full policy and procedure for grade changes may be found at the Instructional Division or on the Compton College website at www.compton.edu.