



INSTRUCTOR GRADE CHANGE

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

STUDENT INFORMATION

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

COURSE INFORMATION

Term: _____ Year: _____

Class: _____ CRN: _____ Instructor Name: _____

Original Grade: _____ New Grade*: _____ Keep Original Grade: _____

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

***SELECT REASON FOR APPROVAL:** ☐ Mistake ☐ Fraud ☐ Bad Faith ☐ Incompetency

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 include instances of a mistake, fraud, bad faith, or incompetency. Each instructor of record is expected to explain a grade to a student who makes an inquiry (**Administrative Regulation 4231**).

- Faculty initiated grade changes must be submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade.
- **Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented.**
- Grade changes are not permitted based on coursework submitted after the end of the course.
- Faculty initiated grade changes will only be accepted for grades recorded within the previous 18 months.
- Reasons a student may request a grade change are limited to: **a *mistake, fraud, bad faith, or incompetency***

INSTRUCTOR'S EXPLANATION

Provide a detailed explanation.
Documentation and justification are required for approvals.

Instructor's Signature: _____ Date: _____

☐ Approve ☐ Deny Division Dean's Signature: _____ Date: _____

☐ Approve ☐ Deny A&R Director or Designee: _____ Date: _____

Admissions and Records Office Use Only

A&R Comments:

Processed by: _____ Date: _____



INSTRUCTOR GRADE CHANGE PETITION

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 to be final and is not subject to reconsideration, in the absence of mistake, fraud, bad faith, or incompetency. Each instructor of record may be expected to explain a grade to a student who makes inquiry. The instructor of record shall report final semester grades to Admissions & Records by the due date given by Admissions & Records.

Review the following instructions before completing the grade change petition.

- 1) Petitions that are submitted more than 18 months after the end of the term of the course cannot be approved.
- 2) Faculty initiated grade changes must be submitted to Admissions & Records with an accompanying written justification for the grade change from a lower to a higher grade.
- 3) Requests for changing a grade from a higher to a lower grade are prohibited except for exceptional circumstances that must be documented.
- 4) Grade changes are not permitted based on coursework submitted after the end of the course.
- 5) The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- 6) Petitions must be signed by the instructor of record or a representative, and the academic dean.

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.