

College policy states that instructors may change grades up to one year after a course is completed. If the grade in question was from a course taken within the past year, **DO NOT** complete this form, instead make your request directly to the instructor. If the instructor agrees to change a grade that is less than one year old, the instructor must submit a Grade Change.

If the grade in question was earned **more than one year ago**, you must submit this form along with documentation to support a grade miscalculation.

Student ID	First & Last Name (please print)
Phone	Email Address
Mailing Address (Street/PO Box)	City
	ST
	Zip

I want my grade changed in:

Term: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	Year: _____	I received Financial Aid for this term <input type="checkbox"/> Yes <input type="checkbox"/> No
		I received Veteran's benefits for this term <input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title	Instructor	

I think the existing record/grade is inaccurate because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach supporting documents such as graded assignments/papers, term papers, projects as appropriate.

Student's Signature	Date				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Submit completed form to:</td> <td style="width: 30%;">Rogue Central Redwood Campus 3345 Redwood Hwy Grants Pass, OR 97527 FAX - 541-471-3538</td> <td style="width: 30%;">Rogue Central Riverside Campus 117 S. Central Ave Medford, OR 97501 FAX - 541-245-7548</td> <td style="width: 25%;">Rogue Central Table Rock Campus 7800 Pacific Ave White City, OR 97503 FAX - 541-245-7976</td> </tr> </table>	Submit completed form to:	Rogue Central Redwood Campus 3345 Redwood Hwy Grants Pass, OR 97527 FAX - 541-471-3538	Rogue Central Riverside Campus 117 S. Central Ave Medford, OR 97501 FAX - 541-245-7548	Rogue Central Table Rock Campus 7800 Pacific Ave White City, OR 97503 FAX - 541-245-7976	
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FOR OFFICE USE ONLY  
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Faculty reason why grade will or will not be changed:

There was a miscalculation in the grade. Grade should be changed from \_\_\_\_\_ to \_\_\_\_\_

Based on my records, there was not a miscalculation in the grade.

Comments/explanation if appropriate/desired \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor/Department Head Signature	Date
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## Petition to Change Academic Record Procedure

- A. The assignment of a grade is the responsibility of the instructor of record. Thus, any changes to an assigned grade can only be made by the instructor. If the instructor is not available, see F., below.
- B. Students who believe their final grade for a course as reflected in the official college transcript to be erroneous must submit a Petition to Change Academic Record (forms available in Rogue Central) to the instructor of record within one (1) calendar year of the last day of the term in which the grade was assigned. The written request must include the reason(s) why the recorded grade is being challenged, along with copies of any evidence that supports the request (e.g. graded papers, graded exams, course syllabus, and graded quizzes). Petitions after one year will be considered only with documented extraordinary circumstances (ie., illness, military service, or incarceration).
- C. All change of grade requests must rest upon a miscalculation of the final points, scores, and/or grades.
- D. If the change of grade request is granted, the instructor will submit a change of grade form to Enrollment Services, will inform the student in writing, and retain a copy of the Petition to Change Academic Record form, with resolution noted, in Department files.
- E. If the change of grade request is denied, the instructor will inform the student in writing as to the reasons for the denial and retain a copy of the Petition to Change Academic Record, with resolution noted, in Department files. The decision shall be deemed final and no further action will be taken.
- F. If the instructor of record is no longer employed by the College, or is otherwise unavailable, the Department Head of the petitioned course will make every attempt to contact the instructor of record and come to a resolution. If the Department Head is unable to contact the instructor, the Department Head will make a decision based on the available evidence and take appropriate action as outlined above. In this case, the final decision of the Department Head shall be deemed final and no further action will be taken.

Approved by Academic Training Council, 11/4/05

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