



PROCEDURE

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, you should make a request directly to the instructor. If the instructor agrees to the change, the instructor must send a Grade Change form to Rogue Central to effect the change.

If the grade was earned more than one year ago, you must submit a Petition to Change Academic Record. After one year, below average grades may be changed to one of the following only:

Z = no basis for grade; this grade will not be included in grade point calculations. If you can document non attendance, you may be eligible for a "Z" grade.

R = repeat; this grade will not be included in grade point calculations.

Student Name _____

Student ID/SSN _____ Phone _____

Address _____
Street or PO Box City State Zip

Course(s) _____ Term _____ Instructor(s) _____

Briefly describe the portion of record to be changed, corrected, or amended _____

Circumstances or reasons why the existing record is inaccurate _____

Proposed solution _____

Attach supporting documents as appropriate.

Student's Signature _____ Date _____

Submit completed form to:	Rogue Central Redwood Campus 3345 Redwood Hwy. Grants Pass, OR 97527	Rogue Central Riverside Campus 202 S. Riverside Medford, OR 97501	Rogue Central Table Rock Campus 7800 Pacific Ave. White City, OR 97503
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