

College policy states that instructors may change grades up to one year after a course has been completed. Petitions after one year will be considered only with documented extraordinary circumstances, such as illness, military service, or incarceration.

Students must submit this form to the Instructor 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

NOTE: In the event of multiple petitions, please submit one form per course.

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 _____

FOR INSTRUCTOR USE ONLY

Faculty decision regarding petition: _____

There was a miscalculation in the grade.

Grade should be changed from _____ to _____

My records do not reflect an error in calculation.

Comments and/or relevant documentation: _____

Instructor/Department Chair Signature _____ Date _____

Instructor submit completed form to:	Email: Registrar@roquecc.edu Mail: Registrar Rogue Community College 3345 Redwood Hwy Grants Pass, OR 97527
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Grade Change Petition Procedure

- A. College policy states that instructors may change grades up to one year after a course has been completed. Petitions after one year will be considered only with documented extraordinary circumstances, such as illness, military service, or incarceration.
- B. All change of grade requests must rest upon a miscalculation of the final points, scores, and/or grades.
- C. 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 G., below.
- D. Students who believe their final grade for a course as reflected in the official college transcript to be erroneous must: 1) submit a **Grade Change Petition** to the instructor of record within one (1) calendar year of the last day of the term in which the grade was assigned, 2) include the reason(s) why the recorded grade is being challenged, and 3) provide copies of any evidence that supports the request (e.g. graded papers, graded exams, course syllabus, and graded quizzes).
- E. Within 2 weeks of receiving the petition (and if received during the term) the instructor will inform the student in writing of their decision and, if denied, the reasons for the denial. A copy of the letter and the completed Grade Change Petition will then be submitted to the Registrar's Office. The decision shall be deemed final and no further action will be taken. If petition is received during a break between terms or during summer term then a response will be given at the beginning of the next term.
- F. If approved, Enrollment Services will notify the student in writing regarding the final decision and retain a copy of the petition, documentation, final decision and grade change form, if appropriate, in the student file.
- G. If the instructor of record is no longer employed by the College, or is otherwise unavailable, the Department Chair of the petitioned course will make every attempt to contact the instructor of record and come to a resolution. If the Department Chair is unable to contact the instructor, the Department Chair 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 Chair shall be deemed final and no further action will be taken.

Approved by Academic Training Council, 4/12/19

I:\A~ Enrollment Specialist\~FORMS