

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 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 \_\_\_\_\_

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 FOR OFFICE USE ONLY  
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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 \_\_\_\_\_

Submit completed form to one of the following:	Email: rcs@rogucecc.edu	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 541-245-7648	Rogue Central Table Rock Campus 7800 Pacific Ave White City, OR 97503 FAX 541-245-7976
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### Petition to Change Academic Record 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 **Petition to Change Academic Record** (forms available at <http://www.roguecc.edu/Enrollment/Forms/PetitionToChangeAcademicRecord.pdf>) 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 Petition to Change Academic Record will then be submitted to Rogue Central. 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. 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