



Student Grade Change Request Form

Instructors, use this form to officially request a grade change for a student. Please print or type.

Name: (First Middle Last)			EAC ID#:
Course Code:	Dept./No.:	Course Title:	
Credits for Course	Semester (Fall/Spring/Summer)		Year
Please change the old grade of _____ for the above named student/course to a new grade of _____			
Reason(s) for grade change:			
Instructor's Signature _____		Date _____	
Division Chair Signature _____		Date _____	
Academic Officer Signature _____		Date _____	
<i>GCCCD Regulation 6400.04: Grade changes can be made only by instructors with the approval of the Chief Academic Officer, with the exception of clerical errors made and corrected by the Records and Registration Office. If an instructor is not available, petitions for grade changes will be considered by the Academic Standards Committee. An Appeal for a grade change will not be considered unless a petition for same is filed with the Records and Registration Office within six months of the close of the semester in which the grade was received.</i>			