

GRADE CHANGE REQUEST

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. **Requests are accepted within two (2) years after grade was earned.**

LAST NAME: _____ FIRST NAME: _____ MI: _____ STUDENT ID#: _____

EMAIL: _____ PHONE: _____

Grade Received: _____ Grade Requested (i.e. A, B, C, D, F): _____

CLASS NO. (i.e. 70783): _____ Course (Name i.e. COUNS 1): _____ INSTRUCTOR'S NAME: _____

SEMESTER YEAR: _____ FALL WINTER SPRING SUMMER

READ: Reason for requesting a Grade Change must be in accordance with *Education Code Section 76224: Grades assigned by the instructor shall be final in the absence of: mistake, fraud, bad faith or incompetence (LBCC Administrative Procedure 4231).* **Required: typed explanation and supporting documentation must be attached to this request.**

Reason for Grade Change Request: MISTAKE FRAUD BAD FAITH INCOMPETENCE

NS (No Show) or NA (Not Active) may not be requested, unless gross misconduct by the faculty member is alleged. (Title 5, Division 6, Section 55025 C and D Education Code Section 76323).

I am alleging gross misconduct by the faculty member and request an "NS" (No Show)

I declare under penalty of perjury that all information on this form is true and correct.

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR RESPONSE REQUIRED			
NS (No Show) may not be requested, unless gross misconduct by the faculty member, is alleged. (Title 5, Division 6, Section 55025 C and D & Education Code Section 76323.)			
The final grade is: _____		<input type="checkbox"/> DENIED	
REASON: _____			
SIGNATURES:			
_____	_____	_____	_____
INSTRUCTOR	DEPARTMENT HEAD	DEAN OF SCHOOL	
<i>To Committee (if faculty member is no longer employed by LBCC):</i>			
_____	_____	_____	_____
COMMITTEE MEMBER	COMMITTEE MEMBER	COMMITTEE MEMBER	DEAN ADMISSIONS & RECORDS

OFFICE USE ONLY	
To Department: _____	
Student Notified via: <input type="checkbox"/> E-mail <input type="checkbox"/> Mail	DATE: _____ STAFF INITIALS: _____