

Grade Change Petition



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

A grade change petition must be filed with the Admissions & Records Office **within one year** of course completion (Board Policy 4231). You must submit the petition to the instructor for review. The instructor will then forward to the Division Dean. Allow 10 days for processing.

To be completed by student:

Name: _____ SSN/Student ID#: _____
Last First MI

Phone: _____ Email: _____

Mailing Address: _____
Street Name & Number/PO Box

City State Zip Code

Course Name: _____ Course Code: _____
(Example: Math 13, Art 10) (i.e., 04951)

Instructor of Record: _____ Units _____

Semester taken: Fall Spring Summer 20_____

For the class above, I request the grade of _____ to be changed to _____.

Supporting Data: Justify your request with specific information, using the back of this petition if needed. A grade change from a letter grade to a non-evaluative symbol of W, Inc, or NC must be verified. Attach supporting documentation to this petition.

Student Signature: _____ Date: _____

• **Instructor of Record:** Approve Disapprove

Instructor must submit this petition to the Dean; student is not allowed to handle this form once reviewed & signed.

Justification Required: _____

Signature _____ Date: _____

• **Division Dean:** Approve Disapprove

Dean must submit completed petition to A&R; student cannot deliver once reviewed & signed.

Comment: _____

Signature: _____ Date: _____

Office Use Only:

• Referred to _____ Committee: Approve Disapprove

Comment: _____

Signature: _____ Date: _____