Fresno City College

Instructor Administrative Grade Change

STUDENT NAME: _____ **STUDENT ID:** _____
Last First

SCHEDULE #	COURSE	INSTRUCTOR	SEMESTER	GRADE CHANGE *From*	*To*

STATE EXACT CAUSE OF ERROR: (Identify specific assignments, correct scores, etc. that support the revision)

_____ _____
Instructor's Signature Date

IMPORTANT INSTRUCTIONS:

1. **Submit a corrected roster along with this form showing the adjusted grade(s) or note that the original submission included the correct grade(s) for the student.**
2. **Unless change is due solely to a data entry error, your Division Dean must sign below.**

If these steps are not followed, the processing of the petition will be delayed until the missing item is received.

FOR OFFICE USE ONLY

Division Dean: _____ _____ **Approved** ____ **Denied** ____
Signature Date

Admissions and Records: _____ _____
Signature Date

Processed by: _____ Copy/Email to student: _____
Initials Date Sent