



# FRESNO CITY COLLEGE

## STUDENT GRADE REVIEW PETITION

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
First MI Last

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Number and Street Apt # (if any) Include Area Code

CITY/STATE/ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**GRADE REVIEW PROCEDURE:** It is the student's responsibility to be aware of final grades. If the student believes a computational or procedural error has taken place, this petition may be submitted to Admissions and Records up to the last day of the semester (excluding summer sessions) following the semester in which the grade was received. In unusual circumstances, a student may petition for a grade change after the one cycle period. In these cases, the petitions are still submitted to Admissions & Records, but must receive the approval of the Academic Standards Committee for the late submission before they are processed.

Schedule ID (5 digit section #)	Course (i.e. MATH-103)	Instructor Name	Semester (i.e. 2018SP)	Grade Received
_____	_____	_____	_____	_____

**STUDENT STATEMENT:** Write a clear and concise reason you believe the error has occurred (USE REVERSE IF NECESSARY).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTOR:** Please check the appropriate box, write comments in the space provided, then sign and date:

\_\_\_\_\_ **THE GRADE SHOULD BE CHANGED TO:** \_\_\_\_\_ (Sign the attached copy of your class roster notating any  
New Grade specific assignments, scores, etc., that support revision.

\_\_\_\_\_ **NO COMPUTATIONAL OR PROCEDURAL ERROR HAS BEEN MADE**

**INSTRUCTOR COMMENTS:**

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Dean of Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMISSIONS AND RECORDS NOTES:**

Academic Standards Committee Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Copy or Email to Student by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT GRADE REVIEW PETITION

If a student is of the opinion that a grade received for a particular course is improper; the student may take action as follows:

1. Discuss the grade received with the instructor involved, **OR**
2. Obtain a Student Grade Review Petition from the Admissions and Records office at the main counter. Complete the form and turn it in for processing no later than the last day of the semester (excluding summer sessions) following the semester in which the grade was received.

If a student wishes to appeal the decision rendered on their petition, the student may submit a written grievance with the appropriate Instructional Division Dean's office; refer to the current Catalog online for the listing of "Areas of Study by Division".

**NOTE:** Petitions submitted AFTER the last day of the semester (excluding summer sessions) following the semester in which the grade was received must be reviewed by the Academic Standards Committee to approve or disapprove the late submission before any action is taken. We strongly recommend that you include a statement as to why you were unable to meet the submission deadline in these cases.

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**STUDENT OR INSTRUCTOR MAY CONTINUE COMMENTS HERE IF NECESSARY** – PLEASE MARK EITHER "INSTRUCTOR" OR "STUDENT" BEFORE YOU BEGIN WRITING YOUR COMMENTS.