



Student Grade Correction Petition

Submit to Division Office for Instructor and Division Dean signatures and statements. Submit Petition with typed statement, along with supporting documentation to mjcpetitions@mjc.edu.

Today's Date: _____

Student Information

First Name: _____ MI: _____ Last Name: _____

Student ID: w _____ Phone Number: _____ Birthdate: _____

Note to student: Use only one petition per course. Include a typed statement as to your reasoning for our request.

One of the following criteria must be met before the Grade Correction Petition will be considered.

I believe that a mistake was made in determining my grade.

I believe that the grade given reflects fraud, bad faith, or incompetence.

Action requested for the following course

Semester/Year: _____ Course Name / Number: _____

Section Number: _____ Instructor: _____ Grade Received: _____ Grade Requesting: _____

I have provided all supporting documents needed to submit this petition. I understand if no documents are provided, it may result in a denial of my petition. I also verify that I have read the information on the reverse side of the form. ***It is the student's responsibility to submit petition to the School.**

Student Signature: _____ Date: _____

Office Use Only

Instructor: Check appropriate box, sign and forward to Dean. Attach copy of the grade book or grade records that support your decision.

Instructor Name: (Please Print) _____

Yes, a computational or procedural error has been made. Please change grade to: _____

No, a computational or procedural error has **not** been made.

Instructor Statement required: _____

Instructor Signature: _____ **Date:** _____

School Dean: Check appropriate box, sign and forward to Enrollment Services.

Dean Name: (Please Print) _____

Agree Disagree (with instructor)

DEAN STATEMENT Required: (only required if you disagree w/instructor) _____

Designee Signature: _____ **Approved** **Denied** **Date:** _____

Petition Committee Review Committee Signatures: _____

Comments: _____

Staff initials: _____ **Date:** _____ **Posted** **Student Notified**

Important Information:

In accordance with Title 5, section 55025 and YCCD Board policy 4230 and 4231, Grade Change petitions will only be accepted under this rule:

1. There is a one year time limit for challenging any evaluative or non-evaluative grade/symbol. This limit will begin at the end of the term in which the grade/symbol was assigned.
2. Students should first attempt to meet with the instructor and then the School Dean to remedy the grade correction prior to petitioning.
3. The correction of grades given in error shall include expunging the incorrect grade from the record.
4. Students may not apply to change a Pass/No Pass grade to a letter grade or a letter grade to Pass/No Pass. (MJC Course Catalog)
5. Attach any supporting documentation. Petitions submitted without a typed statement and supporting documentation may be denied.
 - a. Please note: Any documents submitted with the petition may be reviewed by the Petitions committee and anyone necessary in the determination of the decision. This includes, but is not limited to the President, Vice President of Instruction, School Dean, Instructor, faculty members and Director of Admissions & Records.
6. Submit petition to School for completion. **Instructor and Division Dean statement and signature are required.**
7. All communications will be sent to your MJC student email within thirty to forty-five (30-45) business days after the petition has been reviewed.
8. Should your petition be denied, you may appeal the decision within 30 days of when the denial letter was sent. The appeal may include new or additional information that was not included in the original form. **Please note: Petitions indicating "Fraud, Bad Faith," or incompetence cannot be appealed.**