

COLLEGE OF THE CANYONS

26455 Rockwell Canyon Road
Santa Clarita, CA 91355 Phone: (661) 259-7800

GRADE REVIEW PETITION

Section A: Information to be Completed by Student

Today's Date: _____ Student ID: _____
Student Name: _____ SSN: _____
Student Address: _____
Instructor's Name: _____
Course: _____ Semester: _____ Section # _____

Request to Extend 180-Day Deadline: Submit to Chief Student Services Officer

- Per Board Policy 5533.2.B.1, student requests extension of 180-day deadline to file grade review petition. Attach written justification.
- Extension Approved By: _____ Date: _____
Due Date for Filing: _____
Extension Denied By: _____ Date: _____

STEP I: Informal Resolution (Student/Instructor): Student must meet with the instructor of record to attempt to resolve the issue. The instructor of record shall complete the following:

- Petition Approved. Instructor returns this form to A&R Office along with a grade change form. Grade Changed - From: _____ To: _____
Instructor's signature: _____ Date: _____
- Petition Denied. No change in grade. Return to student with written report of meeting.
Instructor's signature: _____ Date: _____

STEP II: Grade Challenge Hearing (Student/Instructor/Division Dean or Dept. Chair): Should Step I fail to resolve the issue student shall meet with the instructor of record, appropriate division dean and/or the department chair (as determined by the division dean). The division dean shall submit a written report to the student and complete the following:

- Petition Approved. (Division Dean returns to Admissions)
Grade Changed From: _____ To: _____
Instructor's signature: _____ Date: _____
- Petition Denied. No change in grade. Return petition to student. Division Dean sends written report to Chief Student Services Officer/Vice President, Student Services – for information only.
Instructor's signature: _____ Date: _____
Div. Dean/Dept. Chair signature: _____

STEP III: Appeal to the Grade Review Committee: Student may submit to Chief Student Services Officer/Vice President, Student Services. Should Step II fail to resolve the issue the student may appeal to the Grade Review Committee (GRC), by way of the petition. The student shall submit this petition and the written report from the division dean to the Chief Student Services officer/Vice President, Student Services, who shall convene the committee, at which the student's attendance is required.

- Student requests formal hearing by Grade Review Committee
Student's signature: _____ Date: _____

The Grade Review Committee will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.

- Written Decision Attached.
- Petition Approved. Refer to Board of Trustees. Date: _____
- Petition Denied. No change in grade. Return to student.
GRC Chair's signature: _____ Date: _____

For Office Use Only

If Approved: Date Grade Change Processed in Admissions and Records: _____
Date Mailed to Student: _____
Initials: _____