



# East Los Angeles College

Office of Admissions

## GRADE CHANGE PETITION

A grade may only be changed on the basis of a MISTAKE, FRAUD, BAD FAITH, or INCOMPETENCE. (Title 5, Section 55760).

**STATUE OF LIMITATION:** Grade Change Petitions will only be accepted and considered within one year of the ending date of the semester/session that the course was completed.

**PETITION REVIEW:** Process takes 6-8 weeks during a regular semester.

- Step 1:** Student completes and submits the "Grade Change Petition" to the Admissions Office. Supporting documents **must** be attached.
- Step 2:** Admissions Office clerk forwards petition information to the instructor.
- Step 3:** Instructor submits response to the Office of Academic Affairs for approval/denial.
- Step 4:** Admissions Office clerk receives and inputs approval/denial, then notifies student of outcome.

(Print Name) LAST

FIRST

MI

SOCIAL SECURITY NO.

Last Name	First	MI	Social Security Number
Address	Day Telephone		Birthday
City	State	Zip Code	Evening Telephone
<b>COURSE DESCRIPTION</b>			
Course Name & Number	Section #	Semester	Year
Instructor's Last Name	First	Grade Received	Grade Requested
<b>REASON:</b> <input type="checkbox"/> Mistake <input type="checkbox"/> Fraud <input type="checkbox"/> Bad Faith <input type="checkbox"/> Incompetence			
<b>EXPLANATION: (Attach supporting documents)</b>			
Student's Signature:			Date:

<b>OFFICE USE ONLY</b>			
A&R Clerk: _____	Input Date _____	"W", D/E, Date _____	Other _____