



OFFICE USE ONLY

Intake Clerk: _____

GRADE CHANGE PETITION

Office of Admissions and Records

<p>Name: _____ Last First</p> <p>Address: _____ Number Street</p> <p>_____ City State Zip</p>	<p>Student ID #: _____</p> <p>Date of Birth: _____</p> <p>E-Mail: _____</p> <p>Contact Number: _____</p>
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DIRECTIONS: 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 may take up to 6-8 weeks or longer.

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

COURSE DESCRIPTION:

_____	_____	_____	_____
Course Name & Number	Section Number	Semester	Year
_____	_____	_____	_____
Instructor's Last Name	First Name	Grade Received	Grade Earned

REASON: () Mistake () Fraud () Bad Faith () Incompetence

EXPLANATION: (Attach copies of supporting documentation, please note documents will not be returned).

Student's Signature: _____ Date: _____

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A&R Assistant: _____ **Input Date:** _____ **Notification Date:** _____ **Other:** _____

(Print Name) LAST, FIRST MI STUDENT ID NO.