Petition for Grade Review

Directions: Using the guidelines on the back of this sheet, complete this form to petition for a review of a course grade you received within the past semester. In all cases, you must attach a typed and double-spaced statement indicating your rationale for a grade change. You are also encouraged to attach any supporting documents. The Student Grade & File Review Board will then review your petition and contact you and the instructor for an appointment. The Board reviews petitions and makes recommendations to the Chancellor.

COMPLETE THE FOLLOWING INFORMATION:

Name ____________________________ I.D. # ____________________________

Last    First    M.I.

Address ____________________________ ____________________________

Street    City    State    Zip Code

Day Phone ____________________________ Evening Phone ____________________________

Course Name ____________________________ Summer/Fall/Spring 19 ____________________________

Circle Semester ____________________________ Year ____________________________

Instructor ____________________________ Grade ____________________________

SIGN AND DATE THIS PETITION: ____________________________ Student’s Signature ____________________________ Date ____________________________

SUMMARY OF GRADE DISPUTE: On a separate sheet, write a thorough explanation of why you feel your grade should be changed and what you propose as a satisfactory resolution to your petition. Your written explanation must be typed and double spaced in order to be considered for review by the Board.

OBTAIN REQUIRED SIGNATURES: Present this petition and your typed SUMMARY OF GRADE DISPUTE and any supporting documents to each of the following CCSF faculty/administrator responsible for reviewing grade petitions prior to the Board’s review.

1. I have read this student’s petition and accompanying documents and have been unable to resolve this grade change request.

   ____________________________ Instructor’s Signature ____________________________ Date ____________________________

   (NOTE: If you do not obtain the instructor’s signature, please explain in your SUMMARY OF GRADE DISPUTE.)

2. I have read this student’s petition and accompanying documents. After consulting with the parties involved, I have been unable to resolve the student’s grade change request.

   ____________________________ Department Chair’s Signature ____________________________ Date ____________________________

3. I have read this student’s petition and accompanying documents. After consulting with the parties involved, I have been unable to resolve the student’s grade change request.

   ____________________________ Dean’s Signature ____________________________ Date ____________________________

SUBMIT THIS FORM FOR SIGNATURE OF THE DEAN OF STUDENTS:

I have reviewed this student’s petition and accompanying documents. I certify that the student’s petition has been submitted in a timely manner.

   ____________________________ Dean of Student’s Signature ____________________________ Date ____________________________

Copies: White-Board, Blue-Student, Green-Instructor, Canary-Dept. Chair, Pink-Academic Dean, Goldenrod-Dean of Students