



# Student Request for Grade Change

**Pursuant to Antelope Valley College AP 4231:**

- A student may appeal a final grade within one year from the date the final grade was issued.
- Students must appeal first to the instructor. If the discussion with the instructor ends without satisfactory resolution, the student may submit this form and appeal the grade status to the division dean. Whenever possible, the dean will provide written recommendation (s) within 5 working days.
- If the dean’s recommendations are not agreeable to the student or the instructor, either party may appeal to the appropriate vice president. All written information from the appeal to the dean shall be provided to the vice president. Whenever possible, the vice president will provide written recommendation (s) within 5 working days.
- If the student is not satisfied with the recommendations from the appropriate vice president, the student may request a Grievance Hearing by contacting the Vice President of Student Services Office to obtain information and the Student Statement of Grievance form.

For detailed information on the policy, please visit the AVC Administrative Procedures AP 4231. Questions on the process may be directed to the Vice President of Student Services Office at (661) 722-6303.

Student’s Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Instructor: \_\_\_\_\_ Term: \_\_\_\_\_

Course Title: \_\_\_\_\_ CRN: \_\_\_\_\_

In any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student’s grade shall be final in the absence of bad faith, fraud, incompetence, or mistake (Education Code 72224). Please check the appropriate box to indicate your claim for disputing the grade awarded.

- \_\_\_ 1. **Mistake:** an unintentional act, omission or error by the instructor or the college.
- \_\_\_ 2. **Fraud:** an intentional perversion of truth, false or misleading allegations, or by concealment of the truth.
- \_\_\_ 3. **Bad Faith:** generally implying or involving actual or constructive fraud, or a design to mislead or deceive another, or a neglect or refusal to fulfill some duty or obligation.
- \_\_\_ 4. **Incompetency:** Lack of ability, legal qualification, or fitness to discharge the required duty.

**Basis for the appeal** (please explain in detail, attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

