

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 the course shall determine the grade to be awarded each student. The determinal in the absence of bad faith, fraud, incompetence, or mistake (Education Cobox to indicate your claim for disputing the grade awarded. 1. Mistake: an unintentional act, omission or error by the instructor or the color. 2. Fraud: an intentional perversion of truth, false or misleading allegations, or 3. Bad Faith: generally implying or involving actual or constructive fraud, or a neglect or refusal to fulfill some duty or obligation.	ination of the student's grade shall be code 72224). Please check the appropriate lege. The by concealment of the truth. The design to mislead or deceive another, or a
4. <u>Incompetency</u> : Lack of ability, legal qualification, or fitness to discharge the Basis for the appeal (please explain in detail, attach additional pages if necessor	

	will be returned to the Division Office, and instructor should complete a
Vice President	
	to Appropriate Vice President
signature. Division Office will retain this form for its r records. If student is dissatisfied with the decision at appropriate vice president.	te a Request for Change of Grade form and submit to Division Office for dean ecords and attach a copy of the approved Request for Change of Grade for it the dean's level, this form and all written materials should be forwarded to to
Division Dean	
	Instructor's Signature
	Appeal to Dean
***************************************	OFFICE USE ONLY********************************
Student Signature	Date

If appeal is approved, this form and written materials will be returned to the Division Office, and instructor should complete a Request for Change of Grade form for submittal to Division Office for dean's signature. Division Office will retain this form for its records and attach a copy of the approved Request for Change of Grade. If student is dissatisfied with the decision at the VP's level, this form and all written materials should be forwarded to the Vice President Student Services.