GRADE CHANGE ADMINISTRATIVE PROCEDURE

GENERAL INFORMATION
Instructors can change grades during the grading cycle up to the time final grades are verified at the end of the semester. In the absence of mistake, fraud, bad faith or incompetence, all grades are final. (Title 5, Section 55025, EC 76224, Chaffey Board and Administrative Policy 4231.)

Grade Change by Instructor
After grades are verified, instructors are no longer permitted to change grades on MyChaffeyVIEW (verification occurs nightly).
- If the instructor acknowledges an error was made in calculating the student’s grade, the instructor must complete a Grade Change form online through the My Chaffey portal or in person in the Admissions and Records Office on the Rancho campus.
- The instructor must indicate on the form why a change of grade is necessary. No explanation is required if the instructor is changing an “I” grade due to completion of an Incomplete Contract.
- The instructor’s signature is required on the form for auditing purposes.
- If the faculty member becomes aware of a grading error anytime during the Two-Year Time Limit Policy, he/she may change the grade by completing a Grade Change form.
- Grade Change forms are available online through the My Chaffey portal or in the Admissions and Records Office on the Rancho campus.

Grade Change Requested by Student (removal of ‘F’ due to non-attendance; change ‘F’ to ‘W’)
If there is no evidence of mistake, fraud, bad faith or incompetence, and a student wants to contest a grade, the instructor is to inform the student to file a petition through the Admissions and Records Office.
- The student must request the Student Petition by emailing student.petitions@chaffey.edu;
- After the student petition is submitted to the Admissions and Records Office, the Petitions Committee conducts a thorough review of the student’s grade, petition, and supporting documentation;
- After the review is completed the Petition Committee will determine whether to recommend approval or denial.

Note: Grade changes inquiries by a student for any grade other than “F” or “W” will be referred to the instructor of record.
**APPROVAL Recommendation:**
If the Committee recommends approval, the petition is forwarded to the instructor of record for final approval if an “F” grade was originally assigned for the course.

1. After the grade change is processed, the Admissions and Records Office notifies the student in writing. Students may verify their final grade online within three (3) business days from the date the grade change is processed.

2. If the instructor agrees with the Committee’s recommendation and signs his/her name on the petition form, the grade is subsequently changed only by the Admissions and Records staff person who is responsible for the grading area. No other person in the Admissions and Records Office has access to process a grade change except the Director of Admissions and Records or the Admissions and Records Coordinator.

3. If the instructor refuses to change the grade, the petition is automatically denied.

4. If the Committee initially recommends approval, but the instructor refuses to sign the petition, the Committee then reverses its initial position to “denial.”

**DENIAL Recommendation:**
If the Committee denies the petition, the student is contacted immediately by the Admissions and Records Office via email. Petitions that are denied are not forwarded to the instructor.

**Note:**
- In accordance with our Two-Year Time Limit Policy, students must submit requests for grade changes within two years from the end of the semester during which the course was taken.
- The College Catalog indicates that “If a grade has been incorrectly added on a student’s permanent record during computer services procedures, the error will be corrected.”