TWO-YEAR GRADE CHANGE POLICY

Students have two (2) years following the semester in which a grade was recorded to request a change of grade. After the two-year limit has passed, the grade is no longer subject to change.

Students seeking to change a grade due to clerical error or miscalculation should contact the instructor of record.

Students requesting a grade change from “F” to “W” must submit a petition to be reviewed by committee. Students should be instructed to email student.petitions@chaffey.edu for further information regarding the petition process.