

GRADE CHANGE REQUEST FORM

**Foothill
College**



Instructions

- » This form is to be used only for a change from a letter grade to another letter grade. For example change a "C" to "B-".
- » *In accordance with California Education Code Section 76224, a grade, (with the exception of incomplete) may be changed only in the case of mistake, fraud, bad faith or incompetence.*
- » A grade awarded over two years can not be changed.
- » A change is not allowed when a student completes additional work after a final grade, other than "I", has been awarded.
- » Students wishing to change a "D", "F" or "NP" grade should repeat the course.
- » To change from a letter grade to never attended, drop or "W", submit a Late Drop Form with the Division Dean's signature along with this Grade Change Request Form.

How to Save and E-mail Completed Form

1. Click on your browser's "File/Save Page As" drop-down menu and save this form on your local system.
2. To fill out the form, use Adobe Reader 8.0 or 9.0 to open the file you saved and fill out the form.
3. If you will be e-mailing the form, it is important that you use the electronic signature to sign the form. That way the content of the form is locked and can not be changed after you e-mail it.
4. Before closing the form, again use your browser "File/Save Page As" to save the completed form on your system under a different and unique name. For example, you could add the student's name to the form title: JoeBlowGradeChange.pdf.
5. Now you can send an e-mail to Admissions and Records with the completed pdf file attached to your e-mail. You also have the option to print the completed form and fax, mail or deliver it in person to Admissions and Records. Use which ever method is the easiest for you.
6. Admissions and Records e-mail addresses is bowersshelly@foothill.edu.

Student Name

Student CWID #

Course Title

and Course CRN #

Change grade:

to

For Quarter

Summer

Fall

Winter

Spring

For Year

For the following reason (select one)

If reason is *other*, explain:

(May require additional
documentation)

Instructor Name

Last 4 digits of instructor CWID

Date

Click to sign with electronic signature (click for instructions on creating an electronic signature)