



## PETITION FOR GRADE REVIEW

<b>STUDENT LAST NAME</b>	<b>STUDENT FIRST NAME</b>			<b>STUDENT ID #</b>	<b>DATE</b>
<b>ADDRESS</b>				<b>PHONE #:</b>	
<b>SEMESTER/YEAR TAKEN</b>	<b>COURSE NAME/#</b>	<b>SECTION #</b>	<b>INSTRUCTOR</b>	<b>GRADE RECEIVED</b>	<b>GRADE REQUESTED</b>

All items above must be filled in before petition will be reviewed. Please explain fully your reasons for requesting this grade review. READ PROCEDURES ON REVERSE SIDE OF THIS PAGE. Use an extra sheet of paper if necessary.

\_\_\_\_\_  
Student's Signature

↓ FOR OFFICE USE ONLY ↓

TO INSTRUCTOR: Please indicate your decision below and forward the petition to the appropriate Dean

No change is authorized     
  Change grade in above course to \_\_\_\_\_

REASON: \_\_\_\_\_

(See reverse side of this page)

\_\_\_\_\_  
Instructor's Authorization Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Final Processing by Registrar

\_\_\_\_\_  
Date

**FOR REGISTRAR'S OFFICE ONLY**

Initials & Date: \_\_\_\_\_

Petition Number: \_\_\_\_\_

Notice to Student: \_\_\_\_\_



## **PETITION FOR GRADE REVIEW**

PETITIONS FOR GRADE REVIEW MUST BE FILED WITH THE REGISTRAR'S OFFICE WITHIN ONE YEAR FROM THE LAST DAY OF THE SEMESTER IN, WHICH THE DISPUTED GRADE WAS AWARDED.

### **GRADE REVIEW PROCEDURES**

#### **STUDENT**

1. The student must pick up and return the PETITION FOR GRADE REVIEW to the Registrar's Office (registrar@harborigenesiscc.org).
2. The student must fill out (TYPE OR WRITE LEGIBLY) all parts above the "FOR OFFICE USE ONLY" line. Failure to fill out all petition items will prevent any further processing of the petition.
3. The student must complete a separate petition for each grade to be reviewed.
4. PETITIONS SUBMITTED TO THE INSTRUCTOR FIRST WILL NOT BE ACCEPTED.
5. The student will be notified by email of the action on this petition.
6. All PETITIONS FOR GRADE REVIEW, both approved and denied, will be placed in the student's file.

#### **REGISTRAR**

7. The Registrar's Office will review this petition to determine if the student has properly filled it out.
8. Registrar will forward petition to instructor for approval or denial and attach a Grade Change Form, a copy of the Permanent Attendance Roster, and/or a copy of the Grade Collection Form.

#### **INSTRUCTOR**

9. The instructor must state in writing the reason for approval or denial.
10. The instructor will forward the signed petition to the appropriate dean for review.
11. The Dean will forward the signed petition to the Registrar's Office for final processing.