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INTER - OFFICE CORRESPONDENCE

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: Admissions & Records

Subject: Processing Grade Change Petitions

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In processing the attached grade change petition, please follow the Los Angeles Trade-Technical College Procedures 9-1, which are outlined below:

A student may petition for a grade change if he or she believes the grade received is inaccurate. In order to process these requests, the following procedure has been developed:

1. Forms are obtained and filed in Office of Admissions and Records, room R-102.
2. The student returns the completed petition to the Office of Admissions and Records.

**Week 1:** Office of Admissions and Records forwards the petition to the appropriate Department Chair for action.

**Week 2:** The Department Chair reviews the petition with the instructor, and the instructor approves/denies the grade request. **INSTRUCTORS PLEASE NOTE:** If the grade is to be changed, the instructor must attach a completed grade change card to the petition. **NOTE:** When a letter grade is to be changed to a No Grade, the drop date must be indicated on the grade change card. The Department Chair must then forward the grade change card to their supervising Dean of Academic Affairs along with a written summary of pertinent background data.

**Week 3:** The Dean of Academic Affairs reviews the petition.

- A. If necessary, the Dean of Academic Affairs conducts an investigation to determine if the grade granted is in violation of the Education Code.
- B. Upon review and approval, the Dean of Academic Affairs forwards the petition, the Department Chair's reports, and the results of the investigation (if one was conducted) to the Vice President of Academic Affairs.

**Week 4:** The Vice President of Academic Affairs reviews the petition and notifies the student grievant in writing of their decision. A copy of this decision and the original grade change card are sent to the Office of Admissions and Records. Copies of the decision and grade change card are sent to the Compliance Officer. If the student is not satisfied with the decision rendered by the Vice President of Academic Affairs, the student will be referred to the Compliance Officer for student grievance.

A record of all petitions filed is maintained in the Office of Admissions and Records