LONG BEACH CITY COLLEGE
REQUEST FOR CHANGE OF GRADE

| Date | Name: | Last | First | MI | Student ID # |
|------|-------|------|-------|----|--|---|
|      |       |      |       |    |              |

Address: ___________________________________________      _____________________      __________     _____

Number             Street                                                            City            State     Zip

The requested grade change is from _____to _____for _________________________________

Course Title/No.            Term              Year

(Unless gross misconduct is alleged “NS” may not be requested - Yes  No)

Class #__________Units_________Instructor Name (Print) ___________________________

Phone: __________________  E-Mail Address: ______________________________________

Student’s reason for requesting a grade change; the reason must be in accordance with
Education Code Section 76224: Grades assigned by the instructor shall be final in the
absence of mistake, fraud, bad faith, or incompetence. One or more of the four reasons must
be stated for the request to proceed.

Circle one or more: mistake - fraud - bad faith - incompetence

Please attach explanation to this request or use the reverse side of this form.

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TO BE COMPLETED BY INSTRUCTOR / GRADE REVIEW COMMITTEE

Unless gross misconduct by the faculty member is alleged, “NS” may not be requested
(Title 5, Division 6, Section 55025 C and D and Education Code Section 76323)

The grade is to (check one)    _____ remain unchanged      _____   be changed to [______]

Reason______________________________________________________________________________________

____________________________________________________________________________________________

SIGNATURES:

______________________________   _____________________________   _______________________________
INSTRUCTOR                   DEPARTMENT HEAD                   DEAN OF SCHOOL

To committee if necessary (if the faculty member is no longer employed by LBCC)

______________________   ____________________   ______________________    ________________________
Committee Member              Committee Member              Committee Member        Dean of A&R

(Revised 11/11/08RM)