



**Admissions and Records**  
**College of the Redwoods**  
 7351 Tompkins Hill Road  
 Eureka, CA 95501-9300  
 (707) 476-4200

<b>Term:</b>	<b>Year</b>
Fall	_____
Spring	_____
Winter	_____
Summer	_____

## Grade Change Request

**Student ID#**  -  -  -  -  -  -

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<b>Student's Last Name</b>	<b>First</b>	<b>Middle</b>
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<b>Course</b>	<b>Section</b>	<b>Faculty Member</b>
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**As per California Code of Regulation Title 5 (55025) Grade Change**

→ In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.

Justification of Change:

<b>Mistake</b>	<b>Fraud</b>	<b>Bad Faith</b>	<b>Incompetency</b>
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**Change Incomplete Grade (Incomplete Grade Contract must be included)**

Details:

Current Grade:

Revised Grade:

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<b>Faculty Signature</b>	<b>Date</b>
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<b>APPROVED</b>	<b>NOT APPROVED – Does not meet California Code of Regulation – Title 5 (55025) Grade Change Requirements</b>
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<b>Vice President of Instruction Signature</b>	<b>Date</b>
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