

## Change of Grading Basis Petition

The Change of Grading Basis Petition is used when a student is seeking to change a course's grading basis after the published deadline for the term.

ONLY ONE CLASS request can be filled out on each petition form. Petitions are reviewed by the Record Adjustment Committee and you will be informed of the petition decision by either your Fresno State email or by receiving a completed copy of this form via Adobe Sign. Submitting a petition is NOT a guarantee that it will be granted.

**Note:** It is recommended you meet with an advisor to see if your request is necessary in order to meet degree requirements.

Courses receiving a failing letter grade are not typically considered for retroactive grading basis requests.

Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Expected term of graduation (must be in the future): \_\_\_\_\_

### Retroactive Change of Grading Basis Request

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

*Example: Dept./Course Number: ENGL*

*Example: Section Number: 12345*

*Example: Semester/Year: Fall 2017*

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Taken: Semester/Year: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

1. Why do you want to change your grading basis?

2. What circumstances prevented you from completing this change of grading basis before the deadline? Please explain.

Student Signature: \_\_\_\_\_

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

### For Record Adjustment Committee Use Only

Date Committee Met: \_\_\_\_\_

Decision: \_\_\_\_\_

COMMENTS:

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

### Registrar Office Notes

Form received by: \_\_\_\_\_

Date Entered in Database and Sent to committee: \_\_\_\_\_

Processed by: \_\_\_\_\_

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

Imaged by: \_\_\_\_\_

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