

This form is to be completed and submitted to the Office of Admissions and Records by the course instructor. Completed forms will not be accepted if delivered by the student or emailed from a personal email account. Forms are only accepted from the faculty district email address and must be sent to ivc-ar-petitions@ivc.edu for processing.

Grade changes due to fraud, bad faith or incompetence require a brief letter of explanation from the school dean to support the request. For all others, simply check the appropriate justification statement.

IVC Student ID #: _____

Student's Name: _____
Last First Middle

Grade changed as indicated below:

Course Title: _____ Ticket #: _____

Semester: _____ Year: _____

Grade changed from: _____ to: _____ Date: _____

If FW, include last date of participation: _____

- Instructor justification (check one):
- ☐ Incomplete coursework finished (must be completed within specified deadline).
 - ☐ Grade appeal (must be filed with the course instructor within 45-days of the term).
 - ☐ Instructor error.
 - ☐ Fraud (Requires appropriate dean's signature and attached explanation). *
 - ☐ Bad faith (Requires appropriate dean's signature and attached explanation). *
 - ☐ Incompetence (Requires appropriate dean's signature and attached explanation). *

 Instructor (print name)

 Dean (print name - if required) *

 Instructor's Signature

 Dean's Signature (if required) *

For Use by the Office of Admissions and Records Only

Received By: _____	Date: _____
Processed By: _____	Date: _____