LIFE CYCLE OF A RETROACTIVE/GRADE CHANGE PETITION

Petition Arrives at the Office of the University Registrar

Petition is reviewed by Grade Change Deputy

Is the petition complete?

Yes

Is the petition approvable in-house by the GC Deputy?

No

Petition is returned to department/student

>>> After the requested information is received >>>

Petition is returned to department/student for more information

THE GRADE CHANGE COMMITTEE MEETS AND REVIEWS PETITION

Approved

Deferred

Denied

Grade Change Deputy forwards approved petition to Records team for processing and student notification

Grade Change Deputy processes denial and notifies student

Student may appeal a denial decision one time

Petition/Appeal is referred to Grade Change Committee for review

NOTE: The Grade Change Committee meets once per month during the academic year

Retroactive Withdrawal Petitions
* Signed by College Dean's Office
* Submitted by student

Retroactive Change Petitions
* Signed by instructor
* Submitted by instructor or department

Grade Change Petitions
* Signed by instructor and Dept Chair
* Submitted by instructor or department

Grade Change Committee Guidelines:
http://academicsenate.ucdavis.edu/GCC

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