

** Point of Reference:

If the grade correction is from an F to W, F to No show, and/or W to No Show the request is forwarded to the District Admissions & Records for further review and processing.

REQUEST FOR RECORD CORRECTION DIAGRAM

STEP 1:

The **Student** completes their section of the Request for Record Correction form and submits necessary documentation to the Instructor

STEP 2:

The Instructor reviews and signs the Request for Record Correction form and provides additional documentation i.e., attendance log, grade book, and assignment log, and forwards the packet to their Division Dean

STEP 3:

The Division **Dean** reviews the request and supporting documentation, renders a decision, signs the Request for Record Correction form and forwards the packet to the Admissions & Records Specialist

STEP 4: The Admissions &

Records Specialist
reviews the
Request for
Record Correction
form, supporting
documentation
and updates the
student records of
requests that are
approved and
handled on
campus. Student
is notified of
outcome

STEP 5:

Grade Corrections
noted in the ** Point
of Reference require
the Vice Chancellor of
Academic Affair review.
The Admissions &
Records Specialist will
forward the Request
for Record Correction
and supporting
documentation to the
District Admissions &
Records for a decision

If approved, the district A & R notifies the college for student notification

If denied, the district A & R notifies the Division Dean Office for student notification

The Request for Record Correction is available on the Peralta Admissions & Records website https://web.peralta.edu/admissions/files/2020/04/Request-for-Record-Correction-2020.pdf