

# SANTA ANA COLLEGE/SANTIAGO CANYON COLLEGE INSTRUCTOR REQUEST FOR GRADE CHANGE

When grades are given for any course of instruction taught in a Community College District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. (Ed Code: 76224a)

The Admissions & Records Office is authorized to change the grade of:

Student Name: \_\_\_\_\_  
Last First Middle

Datatel ID: \_\_\_\_\_ Term/Year \_\_\_\_\_

Course Title & Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Change GRADE from \_\_\_\_\_ to \_\_\_\_\_

Change UNITS from \_\_\_\_\_ to \_\_\_\_\_

I have reviewed the student's record and certify the following reason for this change of grade:

- Incomplete grade requirements met.
- Instructor's error made in original grade assignment.
- Other, please explain:

\_\_\_\_\_  
Instructor Name: (PLEASE PRINT)\_\_\_\_\_

Instructor Signature: \_\_\_\_\_

VP of Instruction Signature: \_\_\_\_\_  
(Required if grade change request is past one (1) year)

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

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## For A&R Office Use:

Student's record/grade changed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received form from instructor via:  In-person  District Email

Received by staff member \_\_\_\_\_ Date \_\_\_\_\_