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

Student Number: _____ Term/Year _____

Course Title & Number: _____ Section Number: _____
(i.e. English 101) (i.e. 89456)

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: _____

Date Submitted: _____

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

Supporting Documentation

☐ Attached

☐ Emailed

For A&R Office Use:

Student's record/grade changed by: _____ Date: _____

Received form from instructor via: ☐ In-person ☐ District Email

Received by _____ Date _____