

Official Grade Change How To

Step 1 – Input student ID Number

* = required field



OFFICIAL GRADE CHANGE

Policy on Grade Change: The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76224, 76232, and Board Policy 6205-Student Grievance Procedure. Per Board Policy 4231-Grade Changes, in the absence of mistake, bad faith, fraud, or incompetence on the part of the instructor, a grade awarded by that instructor shall be final. A mistake may include but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

(In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Student Success and Support Services or designee.)

STUDENT INFORMATION

ID * FIRST NAME LAST NAME MI

TO BE COMPLETED BY THE INSTRUCTOR

SEMESTER	YEAR	COURSE NUMBER (CRN)	SUBJECT/NUMBER (example: POLS 201)
-- Select Semester --			

Step 2 – Student Information Pre-Populates after putting ID number and moving to next field

STUDENT INFORMATION

ID * 900321315 FIRST NAME Cuesta LAST NAME Cougar MI Cougie

TO BE COMPLETED BY THE INSTRUCTOR

SEMESTER	YEAR	COURSE NUMBER (CRN)	SUBJECT/NUMBER (example: POLS 201)
-- Select Semester --			

Policies where **final grade**, after posting of grades, or a withdrawal (W) may not be changed or removed:

Step 3 – Complete Grade Change Information

TO BE COMPLETED BY THE INSTRUCTOR

SEMESTER	YEAR	COURSE NUMBER (CRN)	SUBJECT/NUMBER (example: POLS 201)
Summer	2020	1234	TEST 123

Policies where **final grade**, after posting of grades, or a withdrawal (W) may not be changed or removed:

- P-Pass/NP-No Pass change to a letter grade, or the reverse, may **not** be assigned after the term has ended. [5 CCR § 55022]
- W (withdrawal) may not be removed unless a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment. [5 CCR § 55024]

* ☒ Reviewed student statement/documentation.

* ☒ Error or mistake in calculating student's grade.

Comment:

Documentation: No file chosen
Files over 25 MB will not be accepted

Grade Change From: * To: *

Step 4 – Click Yellow box to trigger sign electronically box

TO BE COMPLETED BY THE INSTRUCTOR

SEMESTER	SUBJECT/NUMBER (example: POLS 201)
Summer	TEST 123

Policies where **final grade**, after posting of grade, may be changed:

- P-Pass/NP-No Pass change to a letter grade
- W (withdrawal) may not be removed unless due to disciplinary action or retaliation for alleging discriminatory treatment

* ☒ Reviewed student statement/document(s)

* ☒ Error or mistake in calculating student's grade

Comment: Did not calculate extra credit

Documentation: No file chosen
Files over 25 MB will not be accepted

Grade: C-

(click to sign)

Instructor Signature: Jeffery Alexander

Date: _____

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jeffery
Jeffery

Alexander
Alexander

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Step 5 – Submit Form for processing

* ...3637323439

Jeffery Alexander 12/08/2020

Instructor Signature Date

Jeffery Alexander

APPROVAL SECTION

* _____

Associate Dean of Financial Aid & Records Date

Comment: _____

Submit Form