

**Instructor Grade Change**

Instructor Grade Change Forms are available in the academic Division Office or in the Office of Admissions and Records. Generally we have FOUR scenarios where the original grades assigned to students are changed.

- 1) An instructor realizes they have given a student the wrong grade. In this case, the instructor would complete a Request for Grade Change form and submit it to the Office of Admissions and Records.
- 2) A student stops attending the class sometime after the final withdrawal deadline, doesn't take the final and receives a grade, usually failing, from the instructor. The student may file a petition to have the "F" changed to a "W" based on documented extenuating circumstances (illness, death of a family member, job transfer). The documents will be reviewed and the request sent to the instructor for recommendation. In most cases, with instructor recommendation, the grade is changed from an "F" to a "W."
- 3) An instructor issued the student a grade of "Incomplete." Within the following year, the student completes the assigned work. (Items for completion are listed on the Incomplete form at the end of the term.)
- 4) A student has taken the final, has completed the class and does not agree with the grade assigned by the instructor. If this matter cannot be resolved informally with the instructor, the student may file a Grade Grievance within 45 days after the grades have been posted. (See Grade Grievance Policy in the college catalog.) In the case where the student is successful with their grievance, a Grade Change Form will be submitted to the Office of Admissions and Records.



**Saddleback College**

**Instructor Grade Change Form**

*Office of Admissions, Records, and Enrollment Services*

*(949) 582-4555*

**This form is to be completed and submitted to the Office of Admissions and Records by the course instructor. Completed forms will not be accepted if delivered by the student. Please keep a copy for your records.**

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

Course Name and No.: \_\_\_\_\_ Ticket #: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Grade changed From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor justification (Please check one):

- Previously assigned grade of Incomplete: Coursework has been completed within deadline
- Instructor error (Explanation) \_\_\_\_\_
- Grade appeal (must be filed with the instructor within 45 days after the student knew or should have known of the grade.)

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Instructor Name (Print Name) \_\_\_\_\_

*The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. 5 CCR § 55025*

Rec'd by: _____	Date: _____	Date Processed: _____	Processed By: _____ 7/28/2008
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