



ACADEMIC RECORD CHANGE FORM

Office of Admissions and Records
3000 Mission College Blvd, Santa Clara, CA 95054

Grade changes may take up to 10 business days to process (NO RUSH service).

Student Name : _____ ID#: _____

Last First

Semester / Year: **Winter 20** _____ **Spring 20** _____ **Summer 20** _____ **Fall 20** _____

Course Name & Number: _____ **Section#:** _____

Instructor of Course (Print): _____

ORIGINAL GRADE REPORTED

CORRECTED GRADE

Reason for change per Title 5, § 55025 (b) allowable reasons for grade change (mark one and EXPLAIN below):

- "Incomplete Grade" – student requirements have been completed. (An "Incomplete grade" must be made up within one year following the end of the semester or term in which it was awarded).
- Instructor mistake
- Fraud
- Bad Faith
- Incompetency

Office Use Only
Records Staff: _____
Date processed: _____

Explanation: _____

Instructor's Name (Print): _____ Phone #: _____ email: _____

Instructor's Signature: _____ Date: _____

If someone other than the course instructor is authorizing this change, please complete your information above.

❖ **If an instructor is attempting to change a student's grade to "ungraded" or "no-show," a Dean's approval is required.**

Dean's Name (Print): _____ Dean's Signature: _____ Date: _____