Instructor Grade Correction

Note to Instructor: This form can only be used when students’ grade is to be corrected due to a clerical or a calculation error. If you made a clerical or calculation error when issuing this students’ grade, complete this form, sign it and submit to your Division Office.

- This form can only be used for ONE YEAR from the end of the term in which the error was made.
- This form cannot be used to change a “W” grade.
- This form cannot be used to issue a grade to a student who is not enrolled.

Student Name: ___________________________ Student ID: w

Course Name: ___________________________ Section #: ___________________________ Year: _________

☐ FALL  ☐ SPRING  ☐ SUMMER

Change Grade From: ___________ to ___________

Explanation:
☐ Clerical Error  ☐ Calculation Error

Please use the space below to describe the type of error selected above.

______________________________________________________________________________

______________________________________________________________________________

Instructor Signature: ___________________________ Date: ______________

Note: Please forward via email to your Division Dean for approval.

Division Dean Signature: ___________________________ Date: ______________

Note: When form is complete with both signatures, please forward to Cheri Garcia at garciac@mjc.edu.

OFFICE USE ONLY

Processed By: ___________________________ Date: ______________

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