INSTRUCTOR INITIATED CHANGE OF GRADE

A final grade notation may be changed upon written request of the instructor provided there has been a clerical or procedural error. A grade notation may not be changed on the basis of re-examination of work or the completion of additional work after the end of the quarter. Regulation 9.1.2 – Grade changes must be submitted within one year from the end of the quarter in which the original grade was submitted.

SIGNATURE OF COURSE-SPONSORING AGENCY DESIGNEE MUST BE DIFFERENT FROM THAT OF INSTRUCTOR

Student Name: Last, First Middle  
Student I.D. Number  
College

Course taken: [] Fall  [] Winter  [] Spring  [] Summer  
Year

Change assigned/current grade of ______ to corrected grade of ______

Date classwork was completed (required): MM / DD / YY

Note: Students must submit a Removal of Incomplete form to change an Incomplete to a final grade.

Nature of error: [] Clerical  [] Procedural  [] Other (please explain)

Instructor Authorization

Print name:  
Signature:
Submit completed form to the sponsoring agency. Update the performance evaluation on MyUCSC if necessary.

Course-Sponsoring Agency Authorization

(Department Chair, Department Manager, Department Advisor, Provost, or designee)

Print name:  
Signature:

Distribution: 1) Registrar  2) Department  3) Instructor

Processed by:  
Date

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