



# Grade Assignment/Change Form

City  Mesa  Miramar  ECC

Instructor: PLEASE PRINT

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First MI

Subject/Dept \_\_\_\_\_ Course No. \_\_\_\_\_ Course Reference # (CRN) \_\_\_\_\_

Course Title \_\_\_\_\_ Units \_\_\_\_\_  Fall  Spring  Summer Year \_\_\_\_\_

**Instructor:** Please ensure that all appropriate items are completed. This form is an official record and will be filed as a supplement to the official grade and attendance roster in the district records office.

## GRADE CHANGE –

### Reason for Change:

\* 1.  Removal of Incomplete. Student has completed course for which an incomplete grade was previously assigned.

\*\* 2.  Correction of error in assigning original grade (Title 5, Section 55025)

Original Grade Assigned \_\_\_\_\_ Grade to be Corrected to \_\_\_\_\_

If grade change is to a "W", indicate the last day of attendance \_\_\_\_\_

**(For District Grade Change Policy – See Reverse Side)**

Instructor must specify below any additional information pertinent to grade change.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Instructor Signature of Instructor Date

## ASSIGNMENT OF LATE/MISSING GRADE -

Report a grade for a student missing from your online grade sheet. Use only for students who are officially enrolled in class.

\_\_\_\_\_  
Grade Assigned Name of Instructor Signature of Instructor Date

## For Official Use Only - Campus Committee Approval

### Incomplete Grades

1. Extension of one year deadline for change of "I" grade to letter is:  Approved  Denied Extended to: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson of Designated Campus Committee Date

Remarks: \_\_\_\_\_

### Grade Changes

2. Extension of one year deadline for change of grade to a completed course is:  Approved  Denied

\_\_\_\_\_  
Signature of Chairperson of Designated Campus Committee Date

Remarks: \_\_\_\_\_

## **District Grade Change Policy**

- \* 1. Incomplete Grades - An "I" grade may be changed to a letter grade if the student completed the course within one year following the end of the term in which it was assigned. A student who needs an extension, due to extenuating circumstances, of the one year deadline must receive campus committee approval.
  
- \*\*2. Grade Changes - In the absence of mistake, fraud, incompetence, or bad faith, the determination of a student's grade by an instructor shall be final once they have been filed in the District Records Office (Title 5, Section 55025). No grade may be changed for a completed class after one year without supportive evidence and the approval of the designated campus committee.

District policy will not permit a change to a student's grade beyond two years.

- 3. Assignment of Late Grade – No grades will be accepted for students who were not officially enrolled as of census.
  
- 4. Grade Change F to Drop will not be accepted. In accordance with Title 5 Section 58004, it is the instructor's responsibility to clear rosters of inactive enrollment including "no shows" before census.