



NOTIFICATION OF GRADE CHANGE

Student Name _____ BCCID # _____

Program _____

Course No., Sect., Title _____

Instructor Name _____

Sem./Yr. of Course _____ Present Grade _____ Change Grade to _____

Reason for grade change:

- Demonstrable arithmetic, editing, or factual error in calculating the grade
- Omission of assignments or parts of assignments in calculating the grade
- Completion of work identified on an Incomplete Grade Contract
- Other (Please specify) _____

Change in Grade for the following reasons will not be accepted:

- 1) Saving a student from some academic penalty such as dismissal, probation, warning, or academic integrity problem.
- 2) Enabling a student to graduate.
- 3) Enabling a student to maintain academic eligibility for financial aid.
- 4) Enabling a student to graduate with academic honors, or meet some other established minima.
- 5) Personal issues unrelated to academics.
- 6) Enabling a student to maintain academic eligibility for athletics or any other co-curricular activity.
- 7) Managing enrollment levels in order to preserve programs or revenue, or to increase retention rates.
- 8) A grade demonstrably unrelated to student performance as a result of discrimination, bias, retaliation or retribution.

 Instructor Signature

 Date

A grade change submitted one year or more after the course has ended must have the approval of the Department Chair, Divisional Dean, and Executive Vice President & Chief Academic Officer, as appropriate:

 Department Chair

 Date

 Divisional Dean

 Date

 Executive Vice President and Chief Academic Officer

 Date

Send form to the Registrar's Office for processing.

Entered in Student Record	
_____	_____
Date	