

Santa Barbara City College
Admissions & Records
Instructor Grade Change

Date _____

Student's Name _____ K _____

CRN _____ Course Name/Number _____ Units _____ Semester/Year _____

Instructor's Name _____ Signature _____

(Please Print)

This grade should be changed from to for the following reason (must be included for consideration):

----- **Official Use Only** -----

Approved/Denied by _____ Date _____ Grade Changed By _____ Date _____

Except in case of an "Inc." or clerical error, instructors cannot change a grade once it has been accepted by the Admissions and Records Office. Grades may not be revised by the instructor on the basis of a second trial, new examination, or additional work undertaken or completed after the date of the end-semester report.

Changes of Grade can be made only as outlined in Section 55760 of the California Education Code, Title V, which reads: *In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with section 55758 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetenc*