



**ACADEMIC RECORD CHANGE FORM**

Office of Admissions and Records  
3000 Mission College Blvd, Santa Clara, CA 95054

Grade changes may take up to 10 business days to process (NO RUSH service).

Student Name : \_\_\_\_\_ ID#: \_\_\_\_\_

**Last First**

Semester / Year: **Winter 20** \_\_\_\_\_ **Spring 20** \_\_\_\_\_ **Summer 20** \_\_\_\_\_ **Fall 20** \_\_\_\_\_

**Course Name & Number:** \_\_\_\_\_ **Section#:** \_\_\_\_\_

**Instructor of Course (Print):** \_\_\_\_\_

**ORIGINAL GRADE REPORTED**

**CORRECTED GRADE**

Reason for change per Title 5, § 55025 (b) allowable reasons for grade change (**mark one and EXPLAIN below**):

- "Incomplete Grade" – student requirements have been completed. (An "Incomplete grade" must be made up within one year following the end of the semester or term in which it was awarded).
- Instructor mistake
- Fraud
- Bad Faith
- Incompetency

**Office Use Only**  
Records Staff: \_\_\_\_\_  
Date processed: \_\_\_\_\_

*Explanation:* \_\_\_\_\_  
\_\_\_\_\_

Instructor's Name (**Print**): \_\_\_\_\_ Phone #: \_\_\_\_\_ email: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If someone other than the course instructor is authorizing this change, please complete your information above.

❖ **If an instructor is attempting to change a student's grade to "ungraded" or "no-show," a Dean's approval is required.**

Dean's Name (**Print**): \_\_\_\_\_ Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_