San Diego Community College District

Grade Assignment/Change Form

Campus: ❑ City ☑ Mesa ❑ Miramar **Semester:** ☑ Fall ❑ Spring ❑ Summer Year: 2025

Student Name: Test, Student Student ID Number: 5555555555
(PRINT) Last First MI

Subject/Course: MATH 15C Class Number: 41562 Number of Units: 1
(i.e. PSYC 125)

Course Title: Basic Math Instructor Name: Test Professor

Instructor: Please ensure that all appropriate items are completed and retain a copy prior to initial submission. 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** (See *District Grade Change Policy* on the reverse side)

Reason for Change: (select one)

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

Final grade to be assigned: _____ Last date of known academic activity: _____

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

Original grade assigned: _____ Grade to be corrected: _____

Last date of known academic activity: _____ Total positive attendance hours: _____
(*if class is scheduled as a positive attendance class*)

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

Request to extend the deadline for the Assignment of Incomplete to (enter date) due to (enter circumstances).

Instructor Signature: _____ **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 the class)

Last date of known academic activity: _____ Total positive attendance hours: _____
(*if class is scheduled as a positive attendance class*)

Grade Assigned: _____ **Instructor Signature:** _____ **Date:** _____

Official Use Only – Campus Committee Approval

Incomplete Grades

1. Extension of one-year deadline for change, if "I" grade to letter grade is: ❑ Approved ❑ Denied Extended to: _____
Date

Remarks: _____

Chair Person of Designated Campus Committee: _____ _____
Name **Signature**

Grade Changes

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

Remarks: _____

Chair Person of Designated Campus Committee: _____ _____
Name **Signature**

Distribution: Original–District Records Office; Copy–Student File; Final Copy–Instructor

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.