

GRADE CHANGE REQUEST FORM



**De Anza
College**

Instructions

- » This form is to be used only for a change from a letter grade to another letter grade. For example change a "C" to "B-".
- » *In accordance with California Education Code Section 76224, a grade, (with the exception of incomplete) may be changed only in the case of mistake, fraud, bad faith or incompetence.*
- » A grade awarded over two years ago can not be changed.
- » A change is not allowed when a student completes additional work after a final grade, other than "I", has been awarded.
- » Students wishing to change a "D", "F" or "NP" grade should repeat the course.
- » Dean's signature is not required to change an "Incomplete" to a letter grade. In all other cases the form must be signed by the **both** the Dean and the instructor.
- » The signed form must then be delivered to Admissions and Records.

How to Save Completed Form

1. Click on your browser's "File/Save Page As" drop-down menu and save this form on your local system.
2. To fill out the form, use Adobe Reader 8.0 or 9.0 to open the file you saved and fill out the form.
3. Before closing the form, select "File/Save Page As" to save the completed form on your system using the students CWID and grade change. For example, 10011132gradechange.pdf

Student Name

Student CWID #

Course Title

Course CRN #

Change grade: _____ to _____

For Quarter

Summer Fall Winter Spring

For Year

For the following reason (select one)

If reason is *other*, explain:
(May require additional
documentation)

Instructor's Name

Last 4 digits of instructor CWID

Instructor's Signature _____

Dean's Name

Dean's Signature _____

Date

*Click to sign with electronic
signature and lock the doc-
ument's content (click here
for instructions on creating
electronic signature)*