



Instructor Grade Correction

When form is complete with both signatures, please forward to Admissions and Records at CCadmissions@yosemite.edu

Instructor Name: _____ Today's Date: _____

Note to Instructor: This form can only be used when a student's grade is to be corrected due to a clerical or a calculation error. If you made a clerical or calculation error when issuing this student's grade, complete this form, sign it, and submit to your Division Office.

- This form can only be used for ONE YEAR from the end of the term in which the error was made.
- This form cannot be used to change a "W" grade.
- This form cannot be used to issue a grade to a student who is not enrolled.

Student Name: _____ Student ID: _____

Course Name: _____ Section #: _____

Semester: Fall Spring Summer Year: _____

Change Grade From: _____ to _____

Explanation: Clerical Error Calculation Error
Please use the space below to describe the type of error selected above.

INSTRUCTOR AND DIVISION USE ONLY

Instructor Signature: _____ Date: _____

Note: Please forward via email to your Division Dean for approval.

Division Dean Signature: _____ Date: _____

Note: When form is complete with both signatures, please forward to Admissions and Records at ccadmissions@yosemite.edu

OFFICE USE ONLY

Staff Initials: _____ Date: _____

11/20/19 LM