GROSSMONT COLLEGE
GRADE CHANGE FORM

Please submit both copies.
Yellow copy will be returned to instructor of record after processing.

TO: **ADMISSIONS AND RECORDS**

Please change the grade for _____

                                               Last   First   Middle

I.D. No._____, in _____ _____ _____

                                          Course (e.g., Math 120)   Section #   Units

for the _____. The grade was recorded as _____ but should be _____.

              Semester   Year

Reason for Grade Change: ☐ Instructor Error

(Check One)   ☐ Incomplete (completed course requirement)

                             ☐ Other _____

_____

Print Name: _____

Signature:_____ Date:_____

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