



# Instructor Grade Correction

When form is complete with both signatures, please forward to Cheri Garcia at garciac@mjc.edu.

**Instructor Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Note to Instructor:** This form can only be used when students' grade is to be corrected due to a clerical or a calculation error. If you made a clerical or calculation error when issuing this students' 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:** w \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Section #:** \_\_\_\_\_ **Year:** \_\_\_\_\_  
 FALL  
 SPRING  
 SUMMER

**Change Grade From:** \_\_\_\_\_ **to** \_\_\_\_\_

**Explanation:**            Clerical Error            Calculation Error

Please use the space below to describe the type of error selected above.

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**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Division Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_