

### INSTRUCTOR INITIATED CHANGE OF GRADE

A final grade notation may be changed upon written request of the instructor provided there has been a **clerical** or **procedural** error.  
A grade notation may not be changed on the basis of re-examination of work or the completion of additional work after the end of the quarter.  
Regulation 9.1.2 – Grade changes must be submitted within one year from the end of the quarter in which the original grade was submitted.

**SIGNATURE OF COURSE-SPONSORING AGENCY DESIGNEE MUST BE DIFFERENT FROM THAT OF INSTRUCTOR**

Student Name: Last, First Middle \_\_\_\_\_ Student I.D. Number \_\_\_\_\_ College \_\_\_\_\_

Course taken:  Fall  Winter  Spring  Summer \_\_\_\_\_  
Year \_\_\_\_\_ Class ID: Discipline and Number \_\_\_\_\_ Class Number \_\_\_\_\_

Change assigned/current grade of \_\_\_\_\_ to corrected grade of \_\_\_\_\_

Date classwork was completed (required): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YY

**Note:** Students must submit a *Removal of Incomplete* form to change an Incomplete to a final grade.

Nature of error:  Clerical  Procedural  Other (please explain) \_\_\_\_\_

#### Instructor Authorization

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Submit completed form to the sponsoring agency. Update the performance evaluation on MyUCSC if necessary.

#### Course-Sponsoring Agency Authorization

(Department Chair, Department Manager, Department Advisor, Provost, or designee)

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_