Regulations of Academic Senate: All grades except Incomplete are final when filed by instructor on end of term course reports. However, the correction of a clerical or procedural error may be authorized. No change of grade may be made on the basis of reassessment of the quality of the student's work. No term grade except Incomplete may be revised by re-examination.

INSTRUCTIONS:
1) Department: Obtain forms from the Registrar. (This form will not be supplied to students.)
2) Instructor: Complete, sign and submit to department chair.
3) Department Chair: Authorize (if appropriate); RETAIN department copy; forward remaining copies to Registrar's Office.
4) Registrar: Certify, process, and forward copy.

Student P.I.D.#: ___________________________ Date: ___________________________

Student Name: ___________________________ College: ___________________________

Student Level: □ Undergraduate □ Graduate □ Medical □ SPPS E-Mail: ___________________________

Course Was Taken In: ___________________________

Is Course Part of IP Sequence? □ Yes □ No

□ Spring □ Fall

□ Summer □ Winter Quarter ___________________________

□ Session ___________________________

YEAR SUBJECT COURSE NO. SECTION GRD. OPT. UNITS SECTION ID CODE

COURSE TITLE - RECORD EXACTLY AS IT APPEARS IN SCHEDULE OF CLASSES

PLEASE CORRECT THE GRADE FOR THE ABOVE COURSE FROM ____________ TO ____________

Procedural errors have been defined by the CEP as errors other than clerical, as distinguished from matters of policy, unfairness, etc. Some illustrations might be found where there have been miscommunications or unintended ambiguities in such matters as the time of assignment completion or the nature of the assignment. Procedural errors involve human errors that are distinct from recording errors of a clerical nature. Such procedural errors involve instances in which both faculty and student agree that a change in grade is appropriate. It is emphasized that in their interpretation, it was not CEP's intention that the grade change encompass matters in which faculty and student may be in dispute, such as controversies about discrimination, cheating, or the interpretation of standards.

Please describe the nature of the error:

________________________________________________________________________________________________________________________________________________________

Instructor's Signature Date

________________________________________________________________

THIS FORM FORWARDED BY OFFICE OF THE REGISTRAR BY:

REGISTRAR ASSISTANT

TELEPHONE EXT.

Department Chair Date

REGISTRAR & STUDENT CONDUCT COORDINATOR USE ONLY:

CERTIFICATION AND FINAL APPROVAL:

□ GRADE REPORT □ ISIS

OFFICE OF THE REGISTRAR-CERTIFIED DATE

Revised 11/09