



For Instructor's Use Only – Not to Be Given To Student

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: _____
Last First Middle

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