



Instructor Grade Correction

When form is complete with both signatures, please forward to Enrollment Services Office at MJCESeForms@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 issue a grade to a student who is not enrolled.

Student Name: _____ Student ID: *vw* _____

Course Name: _____ Section #: _____

Semester: Fall Spring Summer Year: _____

Change Grade From: _____ to _____ Last Date of Attendance (required for FW): _____

****If changing grade from a letter grade to an "FW" last date of attendance is required.**

Explanation: Clerical Error Calculation Error
Please use the space below to describe the type of error selected above.

INSTRUCTOR AND DIVISION USE ONLY

Instructor Signature: _____ Date: _____

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

Division Dean Signature: _____ Date: _____

Note: When form is complete with both signatures, please forward to Enrollment Services Office at MJCESeForms@mjc.edu.

OFFICE USE ONLY

Staff Initials: _____

Date: _____

RGCS

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