



# Instructor Grade Correction

When form is complete with both signatures, please forward to Enrollment Services Office at [MJCSeForms@mjc.edu](mailto:MJCSeForms@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 #: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

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

Explanation:  Clerical Error  Calculation Error  Other

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: \_\_\_\_\_

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**OFFICE USE ONLY**

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

03/2020\_SJB