



ACADEMIC RECORD CHANGE FORM

Office of Admissions and Records
3000 Mission College Blvd, Santa Clara, CA 95054

Grade changes may take up to 5 business days to process (NO RUSH service).
Contact: mc.records@missioncollege.edu

Eligibility Criteria

- ❖ In accordance with AP 4231, kindly note that grade appeals must be submitted within a two-year period upon completion of the course.
- ❖ Per California Code of Regulations, § 55046, grade changes cannot be processed if an academic renewal has been implemented. Please refer to our catalog for more information.

Student Name: _____ ID#: _____

Last **First**

Semester / Year: **Winter** 20____ **Spring** 20____ **Summer** 20____ **Fall** 20____

Course Name & Number: _____ Section#: _____

Instructor of Course (Print): _____

ORIGINAL GRADE REPORTED

CORRECTED GRADE

Reason for change per Title 5, § 55025 (b) allowable reasons for grade change (mark one and EXPLAIN below):

- "Incomplete Grade" – student requirements have been completed. (An "Incomplete grade" must be made up within one year following the end of the semester or term in which it was awarded).
- Instructor mistake
- Fraud
- Bad Faith
- Incompetency

Explanation: _____

Instructor's Name (Print): _____ Phone #: _____ Email: _____

Instructor's Signature: _____ Date: _____

If someone other than the course instructor is authorizing this change, please complete your information above.

❖ If an instructor is attempting to change a student's grade to "ungraded" or "no-show," a Dean's approval is required.

Dean's Name (Print): _____ Dean's Signature: _____ Date: _____