



Grade Change/Removal of Incomplete Admissions & Records Office

After final grades are posted and students are notified, a grade may be changed only with the written authorization of the instructor. All changes must occur by October 15th for the spring/summer semesters, and by March 15th for the fall semester. **An incomplete that is not changed to a grade by October 15th for the spring/summer semesters, and by March 15th for the fall semester will become an “F” (for graded classes) or a “U” (for S/U classes). Any “F”, “I” or “U” grades must include the last date of attendance by the student.**

Grades changed after this date will require the signature of the Director of Admissions/Registrar and must be accompanied by a brief explanation of why the change occurred past the deadline date. Under certain circumstances, or if the grade change occurs more than 12 months after the end of the semester in which the student was enrolled, the signature of the Vice President of Academic Affairs may be required as well.

Instructor must complete and file this form with the Admissions & Records Office

CERTIFICATION

This is to certify that the grade for the student named below should be changed from an

_____ to _____

Any “F”, “I” or “U” grade must include last date of attendance: _____

Student Name: _____ GBC ID: _____

Class #: _____ Subject: _____ Course #: _____ Section: _____

Semester: _____ Year: _____ Units: _____

Name of instructor: _____

Signature: _____ Date: _____

Instructor

Signature: _____ Date: _____

Director of Admissions/ Registrar

Signature: _____ Date: _____

Vice President for Academic Affairs