



GRADE CHANGE FORM

Must be submitted within one year period from official course end date

Semester: ☐ Spring ☐ Summer ☐ Fall Year _____

Student Info: _____
(Last) (First)

REQUIRED – Student ID#

Class: _____ Section: _____ Units: _____

Instructor's Name: _____
(Last) (First)

Please select the change that you are requesting (select only one):

☐ Change grade assigned _____ change to _____

☐ Change grade assigned _____ to a withdrawal "W"

REQUIRED – Student's last date of attendance or participation in course _____

☐ Change Units Assigned _____ change to _____

☐ Level Change – Class _____ change to _____

Reason _____

Instructor Signature: _____ Date _____

EXCEPTION CHANGE FORM FOR GRADES

Must be submitted within one year period from official course end date

Please select the change that you are requesting (select only one):

☐ **Student Never Registered:** _____ Assigned Grade

REQUIRED INFORMATION

Date student began attending class: _____

Copies of attendance records or participation in class: _____

ATTACH DOCUMENTATION

Grade Record of assignments or tests completed: _____

ATTACH DOCUMENTATION

☐ **Delete Grade Assigned of:** _____ Change to – Never Attended Class

REQUIRED INFORMATION

Copies of attendance records: _____

ATTACH DOCUMENTATION

☐ **Other:** _____

Reason _____

Instructor Signature: _____ Date: _____

School Dean Signature: _____ **(REQUIRED)** Date: _____

SOUTHWESTERN COLLEGE ADMISSIONS OFFICE ONLY

☐ **APPROVED**

☐ **DENIED**

Signature of Dean of Student Services /Designee: _____ Date: _____

Signature of VP of Academic Affairs/Designee*: _____ Date: _____

COURSE TRANSACTION HISTORY

Add Date _____ Drop Date _____ Add Date _____ Drop Date _____

Reason _____ Reason _____ Reason _____ Reason _____

ADDITIONAL NOTES: _____

CASHIER USE ONLY

Fee Charged: _____

Cashier Initial: _____

Date: _____

REASON KEY:

DR1 – No Show

DR2 – Excessive Absence

DR3 – Instructor Exclusion

DQ – Disqualified

\$ - Non Payment of Course fess

Coreq – Lacked corequisites

Prereq – Lacked Prerequisites

* – Required for Exceptions to College Policy