

**SAN DIEGO CONTINUING EDUCATION
GRADE/CREDIT ASSIGNMENT/CHANGE FORM**
Instructor Completes Top Portion (please print) – Return Form to Attendance Clerk

1) Form Initiated By _____
Name Title Date

2) INSTRUCTOR: Please complete all appropriate fields then sign and date the form. This form is an official record and will be filed as a supplement to the official attendance/grade roster.

Student Name _____
Last First MI

Student I.D. _____ Class Number _____ Subject/Course _____

__ Summer __ Fall __ Spring Year _____ Course Title _____

▶ ▶ CHECK ALL BOXES THAT APPLY ◀ ◀

GRADE ASSIGNMENT/CHANGE – REASON FOR CHANGE:

Correction of error in assigning original grade (Title 5, Section 55025)
Original Grade Assigned _____ Corrected Grade _____

Assignment of Late/Missing Grade
Grade Assigned _____

COMPLETION ASSIGNMENT/CHANGE – REASON FOR CHANGE (Satisfied/Not Satisfied):

Correction of error in assigning course completion
Original Completion Assigned _____ Corrected Completion _____

Assignment of Late/Missing Completion
Completion Assigned _____

Justification Required For All Changes:

Name of Instructor (Print) Signature of Instructor Date

OFFICE USE ONLY

3) Approved by Program Dean _____
Signature Date

ATTENDANCE OFFICE – CORRECTION/CHANGE MADE ON: CS Attendance/Grade Roster

4) Attendance Clerk _____
Signature Date

CEHS ONLY-STUDENT SERVICES OFFICE – CORRECTION/CHANGE MADE ON CUM:

*CEHS Classes: Satisfied = HS Credit

5) Registrar _____
Signature Date