SUPPLEMENTAL GRADE FORMS

A Supplemental Grade Form is required whenever a student has attended the entire term and participated in finals, but due to an accidental drop the instructor is unable to issue a final grade online. The Supplemental Grade Form allows the Admissions and Records Office to reinstate the student into the class and manually enter a final grade as requested by the instructor.

INSTRUCTOR INITIATED DROPS
If the drop is initiated by the instructor, the Supplemental Grade Form must be submitted by the instructor of record during the grading cycle at the end of the term, or within the two-year time limit for grade changes.

STUDENT INITIATED DROPS
If the drop is initiated by the student, the Supplemental Grade Form must be signed by both the student and instructor of record and submitted by the instructor of record during the grading cycle at the end of the term. The student may also submit a Student Petition for Course Credit within the two-year time limit for grade changes.

Supplemental Grade Change forms are currently located only in the Rancho Admissions and Records Office.