

Faculty Guide: Grade Changes



Grade changes should be submitted when a student's final grade was submitted in error. Grade changes must be submitted within a two-year period upon completion of the course.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Grade Change Request**.
2. Complete the form and click **Submit** at the bottom. The request will be sent to Admissions and Records for processing.

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Grade Change Request

Please provide all the information requested below accurately.

Student Colleague ID

(7 digits only - no alpha prefix)

Student First Name

Student Last Name

Class Code

Course Subject

Course Number

Course Title

Select Semester Taken ▼

Previous Grade

Final Grade

Select Units Earned ▼

Positive Attendance Hours

Instructor Name

Instructor Colleague ID

By selecting this box you are indicating that you endorse the accuracy of the information provided above.

Submit