

# CHANGE OF GRADE REQUEST

TYPE OR PRINT CLEARLY

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STUDENT NAME \_\_\_\_\_ ID# \_\_\_\_\_

SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

COURSE NO. \_\_\_\_\_ SECTION \_\_\_\_\_ LINE NO. \_\_\_\_\_

TITLE \_\_\_\_\_

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INCORRECT GRADE \_\_\_\_\_ CORRECT GRADE \_\_\_\_\_

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JUSTIFICATION:

RECOMMENDED:

\_\_\_\_\_  
INSTRUCTOR DATE

IF REQUIRED:

\_\_\_\_\_  
V.P. of Academics DATE

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\* FOR OFFICE USE ONLY

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\*TRANSCRIPT \_\_\_\_\_ GPA \_\_\_\_\_

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\*GRADE LEDGER \_\_\_\_\_ DATE \_\_\_\_\_

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\*CHANGE ENTERED BY \_\_\_\_\_

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\* HP \_\_\_\_\_ HE \_\_\_\_\_ QP \_\_\_\_\_ GPA \_\_\_\_\_

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NOTE: This form must be completed, signed, and placed on file with the Registrar's Office before any grade change can be made to a permanent record. Except for a change of grade from an "I", all recommended grade changes require an in-depth description of the circumstances that justify the request. You should consult the College Procedures Manual for additional guidelines when the request is dated after the next semester from the one in which the grade was awarded.

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