



REQUEST TO CHANGE GRADE

1. Student's name _____
2. Student's ID number _____
3. Course ID and Title _____
4. Term and year original grade was reported: Fall ____ Spring ____ Summer ____
5. Grade previously reported: _____
6. Change grade to: _____ (Grades changed to F, FA and I must also include a last date of attendance.)

Last date of Attendance: _____

7. Explanation for request to change grade: _____

8. _____
Instructor's Signature _____ date _____

9. _____
Dean's Signature _____ date _____

Once completed and signed by the Instructor and Division Dean, submit form to the Records Office.

Office use only: grade officially changed on _____ by _____ (Date) (Signature of Records personnel)
Transcript/letter _____
Final Roll _____