CHANGE OF GRADE FORM

INSTRUCTIONS: Please complete all sections of this form including the student’s address and the reason for changing the grade. Sign the form and forward it to the appropriate Chairperson and Dean. Forms submitted after the deadline must be approved by the Provost & Vice President before forwarded to the Office of Records and Registration.

Student’s Name: ____________________________________________________________________________

LAST                         FIRST                        MIDDLE

Student’s ID Number: ___________________________ Academic Year and Semester: ________________

Year  Semester

GRADE CHANGE

1) Course Information

<table>
<thead>
<tr>
<th>DISC CODE</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
</table>

2) Grade Change From ________________________ To ___________________

Instructor’s Signature _______________________/DATE__________________

Chairperson’s Signature _______________________ /DATE__________________

Dean’s Signature _____________________________ /DATE__________________

Vice President/Provost _______________________/DATE__________________

Registrar’s Signature _______________________/DATE__________________

PLEASE INDICATE THE REASON FOR THE CHANGE HERE

THE PROVOST and VICE PRESIDENT of ACADEMIC AFFAIRS’ signature is only required if this form is submitted after the scheduled deadline.

Revised November 2019