



Grade Change Form

INSTRUCTIONS:

Grade changes for "I" (Incomplete) must be submitted according to published deadline in College Catalog. If submitted after deadline, request must be approved by the Dean of Instruction. **Request for changes of all other grades must be submitted to the Dean of Instruction for approval.** A copy of this form will be returned to you after processing.

Date: _____

Student's Name: _____ S.S #: _____

Course Title: _____ Course Number: _____

Term of Course Change: Fall 20_____

 Spring 20_____

 Summer 20_____

Please Change Student's Grade: From: _____ To: _____

Reason: _____

Faculty Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

OFFICE USE ONLY:

DATE PROCESSED: _____

STAFF INITIALS: _____ OTHERS: _____