

**STUDENT'S CHANGE OF GRADE REQUEST**

Date \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Course Name \_\_\_\_\_ Ticket # \_\_\_\_\_ Term and Year \_\_\_\_\_

Instructor Name \_\_\_\_\_

This form cannot be used to change a grade to a "W" and it cannot be used to change a "W" to a grade. This form must be submitted to the Admissions & Records Office by the end of the semester following the one during which the course was taken. See the catalog for detailed information about grade changes.

CHANGE OF GRADE REQUEST: From \_\_\_\_\_ To \_\_\_\_\_.

Student's reason for requesting change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Response (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED       DENIED - Instructor initials required \_\_\_\_\_.

NEW GRADE (if applicable): \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Division Chair Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Send the completed form to the Admissions & Records Office*

*Admissions and Records Office Use Only*

Permanent Record Posted \_\_\_\_\_

Student Notified \_\_\_\_\_