

**INSTRUCTOR'S CHANGE OF GRADE REQUEST**

Date \_\_\_\_\_

Instructor: \_\_\_\_\_

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

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

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. If a change of grade is necessary for any reason other than those listed below, please contact the Admissions & Records Office for instructions. See the catalog for detailed information about grade changes.

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

**REASON FOR CHANGE:**

- A \_\_\_ Clerical error (Data input error)
- B \_\_\_ Computer problem (Technical error during on-line submission of work by student or submission of grade roster by instructor)
- C \_\_\_ Reevaluation of student's work
- D \_\_\_ Incomplete Contract Requirements Satisfied

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

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

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

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

|   |                        |
|---|------------------------|
| <i>Admissions and Records Office Use Only</i> |                        |
| Permanent Record Posted _____                 | Student Notified _____ |