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 (Work completed after the end of the 6th week and before the beginning of the 15th week during the appropriate semester with the approval of A&R.)

Instructor’s Comments (Required):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 ________________