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

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 _______________