



OFFICE OF THE REGISTRAR

OFFICIAL REPORT OF GRADE CHANGES OR CORRECTIONS

Grades may not be changed later than the last class day in the semester following the term during which the course was taken, except in case of a special appeal to the Academic Council.

After a grade [other than an Incomplete] has been given, it cannot be changed on the basis of additional assignments to be completed after the semester is over.

Please bring this form with you to the Office of the Registrar. Grade changes and corrections for grades other than I, Z or N will not be accepted without the appropriate signature of Department Head or Dean.

Use this form to change or correct a permanent grade [A, B, C, D, F, P, AU, NA, Z, N, I].

STUDENT'S NAME: _____ ID# _____

COURSE: _____ TERM: _____
DEPARTMENT NUMBER SECTION

CHANGE GRADE OF _____ TO _____

REASON FOR CHANGE:

Four horizontal lines for writing the reason for change.

INSTRUCTOR'S SIGNATURE _____ DATE: _____

DEPARTMENT HEAD/SCHOOL DEAN SIGNATURE _____ DATE: _____