



CHANGE of GRADE FORM

STUDENTS are NOT authorized to handle change of grade forms

SSOM: ALL SSOM CHANGE OF GRADES NEED TO HAVE THE INSTRUCTOR, DEPARTMENT CHAIR AND DEAN'S SIGNATURES.

CAS: ALL GRADE CHANGES OF "I" MADE WITHIN THE APPROPRIATE ONE YEAR OR APPROVED EXTENSION TIME FRAME SHOULD BE SIGNED BY THE COURSE INSTRUCTOR AND BY THE DEPARTMENT CHAIRPERSON AND SENT DIRECTLY TO THE REGISTRAR'S OFFICE. ALL OTHER CHANGE OF GRADES MUST HAVE THE ACADEMIC DEAN'S SIGNATURE.

REMINDER:

Please fill this form out completely and print clearly. If you need additional space please attach a separate sheet.

Semester course taken _____ Year _____ Student I.D. _____

Last Name _____ First Name _____ Middle Initial _____

Dept. Course Number _____ Section _____ Course Title _____ Credits _____

Previous Grade: _____ New Grade: _____

Reason for grade change: _____

Instructor's Signature _____ Print Name _____ Extension _____ Date _____

Department Chair Signature _____ Print Name _____ Extension _____ Date _____

Dean's Signature _____ Print Name _____ Extension _____ Date _____