

Pacifica Graduate Institute

**Grade Change Form**

- ✓ Student submits this form along with final coursework to the instructor by due date.
- ✓ Instructor will evaluate student work within three weeks of the due date.
- ✓ Instructor will submit grade change and final work to the Registrar.
- ✓ Registrar will record the grade change and send student a copy of revised transcript along with the final work.

**STUDENT completes this section:**

Name \_\_\_\_\_ Program/Track \_\_\_\_\_

Course Number \_\_\_\_\_ Quarter **and Year** taken \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**FACULTY completes this section:**

Date you received student's work \_\_\_\_\_

Grade is for: Incomplete \_\_\_\_\_ Tutorial (highest possible is B) \_\_\_\_\_

**Grade Being Changed:** Original Grade \_\_\_\_\_ **FINAL GRADE** \_\_\_\_\_

Reason for change:  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Registrar: \_\_\_\_\_