



STUDENT INFORMATION

Student Name:		Date:	
Telephone:		Track:	

COURSE INFORMATION

<p>Student Section</p> <p>Course ID # _____</p> <p>Title _____</p> <p>Term/Year the Course Originally Taken: Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/></p> <p>Year: _____</p> <p>Instructor Name _____</p>	<p>Instructor Section</p> <p>Coursework Due Date _____ Date Coursework Received _____</p> <p>Grade is for: Incomplete <input type="checkbox"/> Tutorial <input type="checkbox"/> <small>(highest grade is "B")</small></p> <p>Grade Changed from: Original Grade _____ to Final Grade _____</p> <p>Reason for Change _____</p>
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Student submits this form along with final coursework to the instructor by the due date.

Instructor will evaluate student work within three weeks of the due date.

Instructor will submit the grade change form and final work to the Registrar. **Hybrid Programs will submit the grade change form to the Registrar's Office, and send final work directly to the student.**

Registrar will record the grade change and send the student a copy of the revised transcript along with the final paper, if it is received from the instructor.

Revised 6/2016

Required Signatures:

 Instructor Date

 Registrar Date

Approved

Returned to faculty

Reason for return _____