



STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		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"/> 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 program instructor will submit only the grade change form to the Registrar's Office, and will post final work in the dropbox for 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.

Required Signatures:

 Instructor Date

 Registrar Date

Approved
 Returned to faculty
 Reason for return _____

Revised 6/2018