



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"/></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 the Grade Change Form with the final coursework to the instructor on or before the due date.

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

Instructor will submit the Grade Change Form to the Registrar.

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 8/2019