



STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	

COURSE INFORMATION

Student Section	Instructor Section
Course ID # _____	Coursework Due Date _____ Date Coursework Received _____
Title _____	Grade is for: Incomplete <input type="checkbox"/> Tutorial <input type="checkbox"/> (highest grade is "B")
Term/Year the Course Originally Taken: Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year: _____	Grade Changed from: Original Grade _____ to Final Grade _____
Instructor Name _____	Reason for Change _____ _____

<p>Student submits the Grade Change Form with the final coursework to the instructor on or before the due date.</p> <p>Instructor will evaluate student work within three weeks of the due date.</p> <p>Instructor will submit the Grade Change Form to the Registrar.</p> <p>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.</p>	<p>Required Signatures:</p> <p>_____ Instructor Date</p> <p>_____ Registrar Date</p> <p>Approved <input type="checkbox"/> Returned to faculty <input type="checkbox"/> Reason for return _____</p> <p>Revised 8/2020</p>
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