



**STUDENT INFORMATION**

Student Name:		Date:	
Student ID Number:		Track:	

**COURSE & GRADE INFORMATION**

<p><b>Student Section</b></p> <p>Course ID # _____</p> <p>Course Title _____</p> <p>Term &amp; Year the course was originally taken:</p> <p>Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/></p> <p>Year: _____</p> <p>Instructor _____</p>	<p><b>Instructor Section</b></p> <p>Date Coursework Due: _____</p> <p>Date Coursework Received: _____</p> <p>Grade is for:</p> <p>Incomplete <input type="checkbox"/> Tutorial <input type="checkbox"/> (highest grade is "B")</p> <p>Concept Paper <input type="checkbox"/></p> <p>Grade Changed From: _____ to Final Grade _____</p> <p>Reason for Change: _____</p> <p>For Tutorials/Incompletes associated with completion of a Concept Paper, did the student receive concept paper approval: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**Procedure:**  
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

I certify that my typed name is my authorized signature

\_\_\_\_\_  
Registrar Date

Approved  ACD T 100

Returned to faculty  Ext T 200

Reason for return \_\_\_\_\_

Revised 8/2023