



**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>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> <p>Grade Changed From: _____ to Final Grade _____</p> <p>Reason for Change: _____</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 and submit a grade change form to the Registrar's Office within three weeks of the due date

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  ACD T 100   
 Returned to faculty  Ext T 200

Reason for return \_\_\_\_\_  
 RO rcvd date: \_\_\_\_\_