



PACIFICA
GRADUATE INSTITUTE

Grade Change Form

STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	

COURSE & GRADE INFORMATION

Student Section

Course ID # _____

Course Title _____

Term & Year the course was originally taken:

Fall ☐ Winter ☐ Spring ☐ Summer ☐

Year: _____

Instructor _____

Instructor Section

Date Coursework Due: _____

Date Coursework Received: _____

Grade is for:

Incomplete ☐ Tutorial ☐
(highest grade is "B")

Concept Paper ☐

For Tutorials/Incompletes associated with completion of a Concept Paper, did the student receive concept paper approval: Yes ☐ No ☐

Grade Changed From: _____ to
Final Grade _____

Reason for
Change: _____

Procedure:

Student submits the Grade Change Form with the final coursework to the instructor on or before the due date.

The 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 _____

Revised 10/2026