



GRADE CHANGE FORM

(Faculty member, please forward completed form to appropriate dean.
Dean will forward approved form to Admissions and Advising Center.)

Student Name: _____
(Last) (First) (Middle)

Student ID Number: _____ Semester/Year: _____

Course Name: _____ Course Number: _____
(example: English 111) (example: 51623)

Change grade of _____ to a grade of _____

Reason for Change: _____

Instructor Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

Vice President Signature: _____ Date: _____
(Required for changing grade from "F" to "W")

<u>Admissions and Advising Center Use Only</u>
Processed By: _____
Date: _____

