Change of Grade

CHANGE OF GRADE

REMOVAL OF AN “I” GRADE*

______________________________________________________________ _____________________________
COURSE AND NUMBER SECTION for SEMESTER AND YEAR from to
PREVIOUS GRADE NEW GRADE

Reason for Grade Change: ________________________________________________________________

______________________________________________________________ _____________________________
______________________________________________________________ _____________________________
VICE CHANCELLOR FOR ACADEMIC AFFAIRS SIGNATURE DATE (MM/DD/YYYY)

This form should NOT be given to a student to be returned to this office.
Please return it to the Office of the Registrar in person, by mail, or by email.

______________________________________________________________ _____________________________
INSTRUCTOR SIGNATURE DATE (MM/DD/YYYY)

______________________________________________________________ _____________________________
DIVISION HEAD SIGNATURE DATE (MM/DD/YYYY)

* Signature of Division Heads and Deans are required for “I” grades

Recorded – Office of Student Records: ___________________ ______________________