



GRADE CHANGE FORM

Instructions: Please complete this form and submit it to your Dean for approval. If your Dean requires further information before approving the change, you will be contacted for follow up. Once approved, your Dean will return the form to Student Services so that the grade can be changed on the student's file.

Student Number: _____

Student Name: _____
(please print) Last Name First Name

Course title: _____
(i.e. Interdisciplinary Forums)

Course Mnemonic: _____ Section #: _____ Semester: _____
(i.e. AHIS 333) (i.e. F001) (i.e. Spring '14)

Change grade from: to:

Please explain the reason you are requesting this change of grade:

Instructor Name: _____
(please print) Last Name First Name

Instructor's Signature: _____ Date: _____

**ALL GRADE CHANGES REQUIRE THE DEAN'S SIGNATURE
BEFORE SUBMISSION TO STUDENT SERVICES.**

Dean's Signature: _____ Date: _____