

# Grade Change

**This form is not to be used to change a grade to "W". Please use the Withdrawal Form**

Student's SSN: \_\_\_\_\_ EmplID: \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

\_\_\_\_\_  
Jr.,3rd

## Class Information

(Please check this information for accuracy on your class roll)

\_\_\_\_\_  
Class ID Nbr.

\_\_\_\_\_  
Subject

\_\_\_\_\_  
Class Nbr.

\_\_\_\_\_  
Section

\_\_\_\_\_  
Campus

### Semester of enrollment in class:

FALL TERM (Aug - Dec) 20 \_\_\_\_\_

SPRING TERM (Jan - May) 20 \_\_\_\_\_

SUMMER TERM (May - July) 20 \_\_\_\_\_

Grade: Original \_\_\_\_\_ Final \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Admissions and Records

\_\_\_\_\_  
Date

### Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For A & R Office Use Only

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_