

## Change of Grade

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
CLASSIFICATION

\_\_\_\_\_  
STUDENT NUMBER

CHANGE OF GRADE

REMOVAL OF AN "I" GRADE\*

\_\_\_\_\_  
COURSE AND NUMBER

\_\_\_\_\_  
SECTION

for

\_\_\_\_\_  
SEMESTER AND YEAR

from

\_\_\_\_\_  
PREVIOUS GRADE

to

\_\_\_\_\_  
NEW GRADE

Reason for Grade Change: \_\_\_\_\_

\_\_\_\_\_  
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

\_\_\_\_\_  
VICE CHANCELLOR FOR ACADEMIC AFFAIRS SIGNATURE

\_\_\_\_\_  
DATE (MM/DD/YYYY)

Recorded – Office of Student Records: \_\_\_\_\_