

REQUEST FOR CHANGE OF FINAL GRADE

(Date) (Recorder)

(Grades of "I" Included)

WHITE: REGISTRAR
YELLOW: INSTRUCTOR
PINK: STUDENT'S COLLEGE

TO: REGISTRAR

I request that the following action be taken:

The grade of _____ which was reported for _____
(Student's Name) (Student's No.)

in _____
(Course Prefix) (Course No.) (Credit Hours) (Semester) (Year)

be changed to a grade of _____

My justification for this request _____

Approval required for all grade changes other than
removal of the grade of "I"
Dept. Head _____
Dean _____

Date _____

(Instructor's Signature)

(Instructor's Room No. and Bldg.)