

Grade Change

The form is to be used to change a previously reported grade and for incomplete grade changes. This form should be returned to the Student Data Center, 112 Miller Hall. Minimum signature requirements are as follows:

- Incomplete grade change:** Instructor
- Grade changes during the grading period:** Instructor
- Grade changes after the grading period:** Instructor, Department Head, and Academic Dean

Last Name First Name Middle Name

Student ID:

T									
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Year Semester (Check One)

2	0		
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FA	SP	SU
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CRN Course Prefix/Number

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Prior Grade New Grade Is the Prior Grade an instructor error?

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Yes

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No

LDA (MM/DD/YY) - Required for AW, F, or WF

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Instructor's Signature/Date Department Head's Signature/Date

Academic Dean's Signature/Date

10/16 **Student Data Center/Registrar's Office Use Only**

Date Keyed: _____ Initials: _____

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