



Grade Change Request

453.13

Instructions: This form is to be used by professors who wish to request a grade change. Return completed form to the Registrar's office.

Please Print Clearly

Student Information:

Student Last Name: _____ Student First Name: _____

Student ID Number: _____

Class Information:

Course ID (ex. SCI 101): _____ Section (ex. A): _____ Semester (ex. Fall 2010): _____

Course Title (ex. Biology I): _____

Professor of Record: _____

Previous Letter Grade: _____ New Letter Grade: _____

Reason for grade change: _____

Required Signatures:

Professor:

Signature

Date

Registrar:

Signature

Date

OFFICE USE ONLY

Entered by: _____ Date: _____