



# 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: \_\_\_\_\_