

Grade Change Request Form

Introduction

Under certain conditions a student may request for a change to a grade received on an examination. All requests for change must be completed before the end of the quarter following the completion of the subject course.

Procedure

1. Obtain signature of approval of grade change from instructor.
2. Submit completed request form to Registrar.

Student

<i>Name:</i> _____	<i>Phone:</i> _____	<i>Date:</i> _____
<i>Grade Recorded</i> _____		
<i>Reason for request for grade change:</i>		

Course

<i>Instructor</i>	<i>Course</i>	<i>Code</i>

Instructor

Approved

Denied

<i>Reason for Approval or Denial of request for grade change:</i>	

<i>Change Final Grade from:</i> _____ <i>to:</i> _____	
<i>Instructor name:</i> _____	
<i>Instructor signature:</i> _____	<i>Date:</i> _____