

# Grade Change

**This form is not to be used to change a grade to "W". Please use the Withdrawal Form**

Student's SSN: \_\_\_\_\_ EmpID: \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Jr.,3rd

## Class Information

(Please check this information for accuracy on your class roll)

\_\_\_\_\_ Class ID Nbr. \_\_\_\_\_ Subject \_\_\_\_\_ Class Nbr. \_\_\_\_\_ Section \_\_\_\_\_ Campus \_\_\_\_\_

**Semester of enrollment in class:**

FALL TERM (Aug - Dec) 20 \_\_\_\_\_  SPRING TERM (Jan - May) 20 \_\_\_\_\_  SUMMER TERM (May - July) 20 \_\_\_\_\_

**Grade:** Original \_\_\_\_\_ Final \_\_\_\_\_

\_\_\_\_\_ Instructor's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ School Dean's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Admissions and Records

\_\_\_\_\_ Date

**Comments:**

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**For A & R Office Use Only**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_