



Grade Change Request

Instructions: Complete information must be provided prior to grade change being process. Incomplete or inaccurate information will be returned for correction.

Student Name _____

Student ID Number _____

Academic Year _____ Term: Fall Spring Summer

Course					Grade Change	
Prefix & Number	Section	Couse Title	Credits	Instructor	From	To

REASON FOR CHANGE:

- Student Completed Coursework
- Grade Change Extension
- International Study Abroad
- Completed Final Exam

- Faculty Change
- Student Illness
- Student Took Certification Exam
- Other _____

Instructor Signature _____ Date _____

Department Head Signature _____ Date _____

Dean Signature _____ Date _____

Academic Service Signature _____ Date _____

*Vice Provost, Academic Affairs _____ Date _____

*For Past Grade Change Deadline