

This form will authorize the Registrar's Office to change or record a grade for a single course. If multiple courses are involved, **USE ONE FORM PER COURSE, PER SEMESTER.**

Forms may be obtained from your advising unit or department as designated. If a grade is changes or an "X" removed, only the new grade will show on the student's record, and the previous grade will be expunged.

**DO NOT USE THIS FORM FOR "COMPLETE WITHDRAWAL"**

Date \_\_\_\_\_ Instructor's name \_\_\_\_\_

Grade authorization For: \_\_\_\_\_ and \_\_\_\_\_  
(Subject abbreviation, e.g. Math) Catalog and section # 4-5 digit course #

Student Name: \_\_\_\_\_  
Last First Middle

Student ID#: \_\_\_\_\_

Term of course enrollment: Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Enrollment Unit: \_\_\_\_\_ New grade: \_\_\_\_\_ Old grade: \_\_\_\_\_

Reason for change: \_\_\_\_\_

**CHECK TYPE OF CHANGE AND NOTE REQUIRED SIGNATURES\*\***

- Removal of incomplete Instructor Enrollment Dean (if Grad)
- Removal of deferred grade Instructor Enrollment dean (if Speed or Grad)
- Grade change Instructor Instructional Dean Enrollment Dean (if Speed or Grad)
- Grade on file Instructor
- Grade type change Instructor Instructional Dean Enrollment Dean

\_\_\_\_\_  
Instructor's signature (required) Date

\_\_\_\_\_  
Department Chair's signature (if required, consult unit) Date

\_\_\_\_\_  
Dean's signature (instructional unit) Date

\_\_\_\_\_  
Dean's signature of student's enrollment unit Date

If this grade will change student's academic status, please send separate notice to the Registrar's Office.

<b>FOR REGISTRAR'S USE ONLY</b>	
Date processed _____	by _____
Date verified _____	by _____