

Division Chair / Associate Dean/ Dean Signature:

## Grade Change Request

Submit to Director of Records

Date:

Email: Lindsey.Holzman@ChattahoocheeTech.edu

## Step 1: Student Information Everson Student Name: \_ M.I. Student ID# / Social Security #: SID # 900455691 Is the student in the College Credit Now program? Yes ☐ No \*CCN students are high school students dually enrolled at Chattahoochee Technical College. Step 2: Course Information 2018 Spring Term Course Taken: Fall Summer Year Course Number Course Reference Number Course Prefix (ex: 1101, 1111) (CRN) (ex: MATH, ENGL) 40852 POLS Step 3: New Grade Information Entry Error Reason for changing grade: Grade Computation Error Incomplete Grade Resolved Administrative Change Previous Grade Corrected Grade Date: 5/10/2018 Instructor's Signature: / Peny / human