Grade Change Form

Student Name		Student ID #

Program	Session	Section

Note: The following grade change for the student listed above must be recorded in the Student Information System database and maintained in the student's academic file. This grade change supersedes any previous grade submitted for the above student.

Course Code	Course/Term Start Date	Previous Grade		Current Grade	
		numeric	letter	numeric	letter

Reason for Grade Change:

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Instructor Name	Instructor Signature	Date
Program Director Name	**Program Director Signature**	**Date**
Director of Education Name	**Director of Education Signature**	**Date**

Registrar Signature	Posting Date
☐ **SAP Recalculated**	