Grade Change Form

american career college

Student Name		Student ID #

Address	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:

_____

_____

_____

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		

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