



Office of the Registrar  
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## GRADE CHANGE/"I" GRADE MAKE-UP/MISSING GRADE

\_\_\_\_\_  
Last, First, Middle (Student's full name)

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

### --GRADE CHANGE--

An Incorrect grade and/or credits were assigned to the above-named student.

Please change this grade and/or number of credits for \_\_\_\_\_ term, 20\_\_\_\_.

_____	_____	_____	_____	_____
Subject	Course #	Section	Credits	Grade

Change grade to \_\_\_\_\_ OR Change number of credits to \_\_\_\_\_.

The reason for this requested change is \_\_\_\_\_  
\_\_\_\_\_.

### "I" GRADE MAKE-UP

The above-named student has made up an "I" grade earned \_\_\_\_\_ term, 20\_\_\_\_\_ in

_____	_____	_____	_____	_____
Subject	Course #	Section	Credits	Make-up grade

### MISSING GRADE

A missing grade was reported for the above-named student for \_\_\_\_\_ term, 20\_\_\_\_. Please

Record the earned grade for \_\_\_\_\_

_____	_____	_____	_____	_____
Subject	Course #	Section	Credits	Grade

\_\_\_\_\_  
INSTRUCTOR NAME (PRINT)

\_\_\_\_\_  
INSTRUCTOR SIGNATURE/DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE/DATE

#### NOTE:

If grade being changed was given more than one academic year ago, college dean must approve.

\_\_\_\_\_  
COLLEGE DEAN SIGNATURE/DATE