



NAME: _____

ID #: _____

GRADE CHANGE

- *A grade may be changed up to one year following the end of the semester in which the course was taken. No grade changes or appeals will be accepted after this point.*
- *The Registrar's Office will not confer a degree if there is an "Incomplete" on the student's record. If a final grade is not received prior to the conferral date (January 10th, May 25th, or August 25th), the posting of the degree will be delayed until the next conferral date.*
- *A student's academic record cannot be altered after degree conferral. Exceptions to this policy are extremely rare, and must be approved through the Academic Dean's Office.*

TERM: _____ YEAR: 20 _____ COURSE: _____
DEPT COURSE # SECTION

REASON FOR GRADE CHANGE: _____

PREVIOUS GRADE: _____ NEW GRADE: _____

FOR OFFICE USE ONLY	
OLD ACADEMIC STANDING:	_____
NEW ACADEMIC STANDING:	_____
NEW SEMESTER G.P.A.:	_____
NEW CUMULATIVE G.P.A.:	_____
PROCESSED BY: _____	DATE: _____

INSTRUCTOR SIGNATURE DATE