



## CHANGE / CORRECT A GRADE or REMOVE AN INCOMPLETE

Do not deliver this form to the Registrar without the

Applicable term: [ ] Summer \_\_\_\_ [ ] Fall \_\_\_\_ [ ] Spring \_\_\_\_

\_\_\_\_\_  
Student's Name (**Print**, please)

\_\_\_\_\_  
SSN or Banner ID

\_\_\_\_\_  
Course Dept & No.

\_\_\_\_\_  
Section

\_\_\_\_\_  
Course Title

Banner CRN: \_\_\_\_\_

Grade was \_\_\_\_\_; grade is now \_\_\_\_\_

Justification for change: \_\_\_\_\_

\_\_\_\_\_  
***Except** in the case of removing an Incomplete grade, a reason/justification such as "made up missing work/assignments" is **not** an acceptable rationale for a change.*

### Required authorizations:

1. \_\_\_\_\_  
Instructor's Signature (**write clearly**) Date
2. \_\_\_\_\_  
Registrar's Signature Date

**Action taken:** Input to student history by \_\_\_\_\_ on \_\_\_\_\_  
Initials Date