



Change Grade Form

Fill out this form and submit back to the Office of the Registrar:

Applicable term: Summer _____ Fall _____ Spring _____

Student Name

Student ID

Subject/Course Number

Section

Course Title

CRN

Initial grade: _____

Final grade: _____

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 Signatures:

Instructor Signature

Registrar Signature

<p>Action taken: Change made in Banner</p> <p>_____</p> <p>Signature</p>
