NOTE: College Policy states the following: “Once grades and narratives have been submitted to the Office of the Registrar, they become final and may be changed only in case of error. An instructor desiring a change of grade or narratives must present a written request to the Dean of Faculty. The change will become effective only if the change of grade form has been approved by the Dean of Faculty and filed with the Office of the Registrar by the end of the following session...”

Student Name ___________________________ ID# __________________

Course information:

- Fall: Year: 20___
- Spring: Year: 20___

Class No. SUBJECT Cat. # Section

Action Requested:

1. Removal of Incomplete grade:
   Change grade from I _____ TO: _________

2. Change Grade:
   Change grade from _____ TO: _________

Explanation for the Grade Change: _______________________________________________________
_____________________________________________________________________________________

REQUIRED SIGNATURES:

1. ____________________________ _________________________ ________________
   Instructor Name (PRINT)   Instructor Signature   Date

2. ____________________________ ________________
   Dean of Faculty Signature   Date

FOR REGISTRAR’S OFFICE USE ONLY

Processed by: ___________________________ DATE: _____________