



Soka University of America  
Office of the Registrar

CHANGE OF GRADE FORM

**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: \_\_\_\_\_