

## Change of Grade

From \_\_\_\_\_

RE: \_\_\_\_\_

(Student's Last Name, First Name)

Student ID# \_\_\_\_\_

### REPORT OF GRADE OMISSION – DELAYED EXAMINATION GRADE OR REMOVAL OF INCOMPLETE GRADE

Course Code	Course No. & Section	Title of Course	Credit Hrs.	Term & School Yr. Course was Taken
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- (or)
1. Grade Inadvertently Omitted. Student Earned Grade \_\_\_\_\_
  2. Delayed Examination Grade \_\_\_\_\_
  3. Remove Grade of "I" and Record Permanent Grade of \_\_\_\_\_

### REPORT OF CHANGE OF PERMANENT GRADE

Course Code	Course No. & Section	Title of Course	Credit Hrs.	Term & School Yr. Course was Taken
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Grade of \_\_\_\_\_ Requested to be Changed to Grade of \_\_\_\_\_

Reason(s) for Change:

X

\_\_\_\_\_  
Signature of Faculty Member

X

\_\_\_\_\_  
Signature of Department Head

X

\_\_\_\_\_  
Signature of School Dean

X

\_\_\_\_\_  
Vice President of Academic Affairs

APPROVED:

FOR REGISTRAR OFFICE USE ONLY	
PERMANENT RECORD CHANGE	
DATE	BY

### UPLOAD REQUIRED DOCUMENTS

Registration and Grade Request Checklist  
Full course gradebook sheet  
Full course attendance sheet

Typed calculations of grade before & after the change  
Letter of rationale/justification from the instructor