

## Change of Grade Form

**Student & Course Information**

Student ID or Social Security Number	Last Name	First Name	Middle Name
Course Prefix & Number	Course Title		
Semester & Year of Original Grade	Select Program: <input type="checkbox"/> SPH <input type="checkbox"/> GSBS <input type="checkbox"/> TCOM <input type="checkbox"/> SHP-PA <input type="checkbox"/> SHP-PT <input type="checkbox"/> SCP		

Change Grade from \_\_\_\_\_ to \_\_\_\_\_

Reason for Change:

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Instructor Signature	Date
Department Chair Signature	Date
Academic Dean Signature	Date

**PROCEDURE FOR CHANGE OF GRADE**

1. Instructor/Student obtains Change of Grade form from the Academic Dean's Office or the Office of the Registrar.
2. Instructor completes form, signs, and obtains Department Chair's signature.
3. Instructor delivers form to the Academic Dean's Office
4. Academic Dean's Office signs the form and sends to the Office of the Registrar for processing.

For Registrar's Use Only

Grade Changed in EIS \_\_\_\_\_