

**GRADE CHANGE REQUEST FORM**

*This form is to be used for official record changes to a Student’s grade.*

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| **Student Information** | | |
| Student Name: | | Student ID: |
| Telephone: | E‐mail: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Information** | | | |
| Course Code | Course Name | Professor | Term |

**Reason for GRADE CHANGE Request** (to be completed by the professor)**:**

Grade Deferred Completion  Re-assessment  Computation Error  Other

**BRIEFLY DESCRIBE REASON FOR GRADE CHANGE BELOW** (to be completed by the professor)**:**

**STUDENT’S CURRENT GRADE (TO BE CHANGED):**  \_\_\_\_\_\_\_\_

**STUDENT’S REVISED GRADE (TO BE CHANGED TO):**  \_\_\_\_\_\_\_\_

**Professor Signature Date**