

**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**