



# Grade Change Request

Name of Student: \_\_\_\_\_ SSN: \_\_\_\_\_

Semester: \_\_\_\_\_ Course Rubric & Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Reason for grade change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please change the grade for this student from \_\_\_\_\_ to \_\_\_\_\_.**

Instructor Name: \_\_\_\_\_  
Please print legibly

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For Registrar's Office Use Only*

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notification sent to student on: \_\_\_\_\_