

CHANGE OF GRADE FORM

INSTRUCTIONS TO FACULTY

Please Note: A grade of "I" is a temporary grade which reverts to "F" if the Registrar's Office has not received a Change of Grade form from the instructor by the end of the second succeeding quarter (including summer quarter).

1. Furnish Information Below

- Please note that Department Head refers to department in which the course is offered.
- Department stamp is to help maintain security.

2. Forward All copies of the Change of Grade Form to your department.

3. Your department will send this form to the Registrar's Office for processing.

Name of Student _____ Home College/Dept. _____
Last First Middle

Student ID Number _____

Quarter Course Was Taken _____
Example: Fall Quarter 2003-2004, indicate 2003 1
Winter Quarter 2003-2004, indicate 20032

_____ _____
Course Number Section Credit Hours New Grade Old Grade

Course Title _____

Instructor's Name (Print) Instructor's Signature Date

Department Head's Name (Print) Department Head's Signature Date

Reason for Change

Department Stamp

Registrar's Office Use Only:
Date Received: _____
Date Processed: _____
Processed By: _____