



Student Name (Please Print)

Student ID

Sem/Year course taken

Change of Grade Form

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. The procedure for the correction of a grade given in error shall include expunging the incorrect grade from the record. (Please note if change is within 30 days of the end of term – no approval is needed from the Vice President of Instruction)

Course Title _____ CRN# _____

Change grade from _____ to _____

Reason for change _____

Instructor Signature Date

Approved By Vice President of Instruction Date

Instructor Printed Name

Recorded By Records Office Date