

CHANGE OF GRADE FORM

- Use this form **ONLY** for removing 'I' grades or changing grades prior to two semesters from current term.
- Grade changes issued within two semesters prior to current term should be submitted through Medaille One.

Name of Student: _____

Student's Banner ID#: _____

I authorize that the **GRADE** of ___ change to ___; which was given to the above student in:

CRN _____ Course Number _____ Title of Course _____

During the _____ Term of 20_____.
(Fall / Spring / Summer)

REASON (Required): _____

If a Grade of 'F' or 'U' is being given, please indicate:

Last Date of Attendance : _____

INSTRUCTOR'S NAME (Please Print Clearly): _____

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

ALL GRADE CHANGES ***MUST*** BE APPROVED BY THE VPAA (Vice President of Academic Affairs).

"Incomplete" grade removals must be completed on a separate form, and they ***DO NOT*** require the signature of VPAA.

VPAA signature: _____ *DATE:* _____