



**POLICY:** A grade change requires the signature of the instructor and the approval of the Chair and/or Dean. The instructor must indicate the reason for the change of grade in the space provided. This change of grade form cannot be used to change an "F" grade that has been awarded after an "I" grade expired.

**TO: Registrar**

**RE:**

\_\_\_\_\_ Student's Name

MGA ID Number

I hereby request that the grade for the above named student be changed from

TO

Current  
Grade

New  
Grade

in \_\_\_\_\_ for the

CRN

Subject

Course No.

Sec No.

Term

Year

**Last date of attendance:**

**Reason for requesting change of grade:** Remove Incomplete or          Error (as explained below)

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor**

**Date**

APPROVED:

**Chair or Dean**

**Date**

**PROCEDURE:** (1) The Instructor completes the form and sends the form to the Chair or Dean. (2) The Chair or Dean forwards the form to the Registrar's Office for processing.

Processed by Registrar's Office

Date

Distribution: original-Registrar, copy-Department or School, copy-Instructor, copy-Student