

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 _____
Last First Middle

Home College/Dept. IMDP

Student ID Number 00 _____

Quarter
Course
Was Taken _____

Example: Fall Quarter 2005-2006, indicate 20051
Winter Quarter 2005-2006, indicate 20052

_____ **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: _____