

All information requested on this form must be accurately and legibly completed. Grade change forms must be submitted by faculty to Department Chairperson for approval. Grade changes are approved for a limited number of circumstances and are granted at the discretion of the faculty. Students will see updated grades in Banner Self Service.

Completed forms will be routed to Campus One Stop Enrollment Service Center for processing.

Student Name: _____ Student ID: @_____

Course Information: CRN: _____ Subject: _____ Number: _____

Term: _____ Year: _____

Current Grade _____ Change to: _____

Reason for Grade Change: ☐ Change from Incomplete ☐ Grade Miscalculation/Error
☐ Other _____

Approvals:

Faculty _____

Dean/Department Chair _____

For Office Use Only:

Date Received: _____

Date Entered: _____

Entered By: _____