



## Grade Change Form

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**Instructions:** Please fill out this form completely, including all necessary signatures, in order to ensure proper processing. Use a pen and press firmly.

Student Name: \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Units: \_\_\_\_\_ Date course was originally taken: \_\_\_\_\_

Original Grade: \_\_\_\_\_ Revised Grade: \_\_\_\_\_

Course work completion date: \_\_\_\_\_

Course Instructor (please print name): \_\_\_\_\_

Reason for change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR VES USE ONLY:**

Registrar Initials: \_\_\_\_\_ Date posted in database: \_\_\_\_\_

Date posted in student file: \_\_\_\_\_