

OFFICIAL CHANGE OF GRADE

Instructor's Information:

- 1. Please print in black or blue ink.
- 2. Please fill out form completely.
- 3. Forward to division dean.
- 4. Division dean will initial and distribute approved forms.

CF ID No.:	Date:			
Student Name:	MM/DD/YY			
Last	First	Middle (com	plete) Jr., etc.	
Semester/Year Course Taken:	/	Course Coo	le:	
Section: Course Title:				
	Grade Change or Correction			
Course Credits:	I	From:	_ To:	
Instructor Signature	Initials of Division Dean Date MM/DD/YY		Date MM/DD/YY	

The normal procedure is to show the academic history of the course; thus if a grade is changed, both grades would be included on the transcript with only the last grade being used to calculate the student's cumulative GPA. However, if this grade change is to correct an error, please provide an explanation and signature below. In this instance the transcript will show only the corrected grade.

Explanation for correction of grade:

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Instructor Signature:	Date:
	MM/DD/YY
Office of Admission and Record	ds use only.
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Processed by:	Date:
	MM/DD/YY

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