



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: _____ MM/DD/YY
Student Name: _____	
Last	First
Middle (complete)	Jr., etc.

Semester/Year Course Taken: _____ / _____	Course Code: _____
Section: _____ Course Title: _____	

Course Credits: _____	Grade Change or Correction
	From: _____ To: _____
Instructor Signature	Initials of Division Dean
	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:

Instructor Signature: _____ **Date:** _____
MM/DD/YY

Office of Admission and Records use only.	
Processed by: _____	Date: _____ MM/DD/YY