



**GRADE CHANGE REQUEST
OUTSIDE COLLEGE POLICY**

In accordance with the procedure approved by CF on June 15, 1976, any grade change that is received and is not in agreement with college policy must be approved by a division dean or vice president and submitted on this form. Upon receipt of this form, the grade change will be processed and this form will be placed in the student's file.

Grade change request must also be attached to this form.

CF ID No.: _____

Legal Name: _____
Last First Middle (complete) Jr. etc.

Course Number: _____ **Semester:** _____ **Year:** _____ **Date:** _____

Grade Change Requested:

- | | | |
|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> F to W | <input type="checkbox"/> N to W or I | <input type="checkbox"/> F to I * |
| <input type="checkbox"/> I to W | <input type="checkbox"/> N to Grade | <input type="checkbox"/> W to Grade |
| <input type="checkbox"/> Grade to I * | <input type="checkbox"/> Other from _____ to _____ | |

*Incomplete I grade course completion arrangement form must be attached.

Explanation for grade change (must be supplied):

Instructor Signature: _____ **Date:** _____

Decision: Approved Denied

Dean or Vice President Signature: _____ **Date:** _____

Office of Admissions and Records use only.

Processed by: _____ **Date:** _____