

Change of Grade Form

Student: _____ Student Number _____

Course Number and Section: _____ Title: _____

Semester: _____ Year: _____

Previous Grade: _____

New Grade: _____

Reason for Grade Change:

Professor: _____ Date: _____

The deadline for grade changes is six weeks after the course was completed. An incomplete (I) must be removed by mid-term of the following semester. Spring semesters incompletes must be completed by the end of the first six weeks of fall semester, unless the student is graduating during short term.

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