



GRADE CHANGE REQUEST FORM

All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student's transcript. Exceptions shall only be allowed in the case of:

- (a) those recorded though mechanical error by the Registrar, or;
- (b) through an error in the calculation of the grade by the instructor.

In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Academic Dean within two (2) weeks from the 11th week of the quarter.

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average.

To receive credit for the course, work must be finished within one quarter after receiving the Incomplete (I) grade. If the work has finished on time, the instructor must fill-out and sign the Grade Change Request Form and submit it to the Academic Dean within the 11th week of the quarter after receiving the Incomplete (I) grade. If however the work was not finished on time, an "F" grade will be posted on the student's transcript. For a time extension due to unusual circumstances, a student may file a petition to the Academic Dean.

STUDENT ID # _____

STUDENT NAME _____

QUARTER TAKEN / YEAR _____ COURSE TITLE _____

REASON(S) _____

ORIGINAL GRADE _____ **CHANGED TO** _____

Requested by:

INSTRUCTOR PRINTED NAME / SIGNATURE

DATE

Approved by:

ACADEMIC DEAN PRINTED NAME / SIGNATURE

Entered by:

REGISTRAR PRINTED NAME / SIGNATURE

DATE

DATE