

*All information requested on this form must be accurately and legibly completed. Grade change forms must be submitted by faculty to Department Chairperson for approval. Grade changes are approved for a limited number of circumstances and are granted at the discretion of the faculty. Students will see updated grades in Banner Self Service.*

Student Name: \_\_\_\_\_ Student ID: @\_\_\_\_\_

**Course Information:** CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Number: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_

Current Grade \_\_\_\_\_ Change to: \_\_\_\_\_

**Reason for Grade Change:**  Change from Incomplete  Grade Miscalculation/Error  
 Other \_\_\_\_\_

**Approvals:**

Faculty Signature \_\_\_\_\_

Department Chair \_\_\_\_\_

**Completed forms will be routed to Enrollment Services**

**For Office Use Only:**

Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Academic Records/History: \_\_\_\_\_