

**This form is for internal use only and must be submitted directly to the Office of the Registrar by faculty.** Grade change requests submitted by students will not be accepted. Students wishing to appeal a grade must follow the policies outlined in the Academic Catalog found [HERE](#).

**Grade changes are not permitted for assignments submitted after the end of class, unless the student has an approved Incomplete Grade Contract.** These requests will be reported to the Associate Dean of your respective program.

**SECTION I: STUDENT/COURSE INFORMATION**

Student Name:		Program of Study:		Level:	Discipline:		
Instructor Name:				Date of Request:			
Term/Year (e.g. Fall, Fall 1, or Fall 2 2019)	DEPT (e.g. HD)	Class # (e.g. 500)	Section # (e.g. 1P)	Class Title			Units

**SECTION II: GRADE CHANGE INFORMATION**

Original Grade:		Final Grade:	
Reason for grade change: Academic Standards Committee decision to change grades from "W" to N/A			
<input type="checkbox"/> Resolution of Incomplete Grade	<input type="checkbox"/> Result of approved grade appeal		
<input type="checkbox"/> Data entry error	<input type="checkbox"/> Miscalculation		
<input type="checkbox"/> Missing Grade	<input type="checkbox"/> Other:		
Additional Comments:			

**SECTION VI: APPROVAL**

Instructor Signature:		Date:	
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**SECTION VII: PROCESSING**

Registrar Initials:		Date Received:		Date Processed:	
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