OFFICE OF THE REGISTRAR - CORRECTION OF GRADE FORM

Student Name: ___________________ LIN ______________ Date: ___/___/___

was originally reported with the grade of ______ during the ______________ semester.

in course ___________________ Title _________________________________

credit hours ____. This grade was reported in error and should be corrected to read ______

for the reasons indicated in the area below:

Reasons: ________________________________

____________________________________

Instructor

____________________________________

Department Chair

____________________________________

Dean of College

Submit completed form to the Registrar’s Office
This form is not to be used to report a removal of incomplete (N) or a make-up final exam (X) grade