



Grade Change Form
(This is for Instructors ONLY)
Incomplete forms will not be processed

This form is **required** to document changes in a student academic record.

*Student Name _____ *Student ID/SSN: _____
(As listed in the LMS)

*Term: _____ *Course Name: _____

*Complete Course ID: _____
(Example: MATH 1003 D1 25 103D)

*Current Grade: _____ *Correct Grade: _____

*Instructor's Signature: _____ *Date: _____

For Office Use Only

Received Date: _____ Processing Date: _____ Processed by: _____