ASUN
ARKANSAS STATE UNIVERSITY - NEWPORT
NEWPORT • JONESBORO • MARKED TREE

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:_____