

This form is to be completed by the course instructor only. It is not to be seen and/or handled by the student before it is submitted to the University Registrar's Office. The University Registrar's Office is unable to add or change mid-term grades. This form should only be used to add or change final semester grades.

Change of Grade/Missing Grade

STUDENT INFORMATION

Student Andrew ID: _____ - OR - Student ID Card Number: _____

Student Name: _____
Last First and/or Preferred MI

College: _____ Department: _____ Class Level: _____

Semester: _____ Year 20 _____

Course Number: _____ Section: _____ Units: _____

CHANGE OF GRADE

Change Grade from _____ to _____ Default Grade (Required for Incomplete (I) Grade only)

Reason for Action: _____
(e.g., work completed, recalculation of grade)
Required

Instructor's Name: _____ Instructor Andrew ID: _____
Required Print Required

Instructor's Signature: _____ Date: _____
Required

Instructor's Home Dept. Head Signature: _____ Date: _____
Required Print/Sign

Instructor's Home Associate Dean Signature: _____ Date: _____
Required Print/Sign

MISSING GRADE

Add Missing Grade _____ Default Grade (Required for Incomplete (I) Grade only)

Reason for Action: _____
Required

Instructor's Name: _____ Instructor Andrew ID: _____
Required Print Required

Instructor's Signature: _____ Date: _____
Required

OFFICE USE ONLY

Grade Processed _____
Initials/Date

Please print this form, complete signatures and return to the University Registrar's Office, Warner Hall A19.