



ESTABLISHED 1968

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GRADE BOOK CHANGE FORM

(To be used to change individual grades in grade book
NOT TO BE USED TO CHANGE A FINAL GRADE.)

TODAY'S DATE:

STUDENT NAME:

INSTRUCTOR:

QUARTER START DATE:

COURSE NAME & OFFERING:

GRADE BOOK COLUMN CODE:

GRADE CHANGED FROM (NUMERICAL):

TO (NUMERICAL):

REASON FOR CHANGE & DOCUMENTATION ATTACHED:

INSTRUCTOR'S SIGNATURE _____

Academic Office Use Only:

Dean of Academics: _____

Processed by: _____

Signature: _____ Date: _____

Comments: _____