



OFFICE OF THE REGISTRAR

GRADE / CREDIT HOUR CHANGE

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
(Please print clearly)

School/Major: \_\_\_\_\_ Expected Graduation Date (sem/yr): \_\_\_\_\_

Course #: \_\_\_\_\_ - \_\_\_\_\_ Section: \_\_\_\_\_ CRN: \_\_\_\_\_ Credit: \_\_\_\_\_  
Subject Course #

Course Title: \_\_\_\_\_

Applicable Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Please Check One: ☐ grade change ☐ credit change

Reason for Change: \_\_\_\_\_

Previous Grade/Credit: \_\_\_\_\_ New Grade/Credit: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for credit changes only)

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dean of school in which course is offered

**\*\*Note:**

A grade change must be submitted no later than two weeks from the date when classes begin in the succeeding semester; hence, students are advised to review their grade reports carefully and promptly each semester.