

FORM FOR REQUESTING A GRADE CHANGE

This form is to be used faculty to request a change of grade for undergraduate Graduate students.

It is requested that the grade for:

(Student's Full Name)

(Student's EMPLID Number)

In _____

(Course)

(Original Grade) (New Grade)

The reason for this change

(Instructor's Printed Name)

(Instructor's Signature)

(Date)

W The grade change is approved.

W The grade change is denied

Approval of Associate Dean

Comments: _____

(Associate Dean's Printed Name)

(Associate Dean's Signature)

(Date)

School of Architecture and Planning

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