



# Authorization To Change a Grade

All grades once filed with the Registrar's Office may not be changed except due to clerical error or at the request of the instructor and of the division chair. All grade changes must conform with college policy and regulations.

Student's Name \_\_\_\_\_

Student Number \_\_\_\_\_

Course Name and Number \_\_\_\_\_

Section Number \_\_\_\_\_

Change Grade From \_\_\_\_\_ to \_\_\_\_\_

Quarter \_\_\_\_\_

Year \_\_\_\_\_

Instructor's Authorization \_\_\_\_\_

Date \_\_\_\_\_

Division Chair's Acknowledgment \_\_\_\_\_

Date \_\_\_\_\_

☐ Change completed \_\_\_\_\_

DATE COMPLETED