GRADE UPDATE SHEET

Instructions: Enter student name, EMPID, major/curriculum, course code, section number, term, original grade, new grade, and reason.

Last Name: __________________________  First Name: __________________________  Major: ________
EMPLID: __________________________  Course: __________________________  Section #: __________
Semester: __________________________  Old Grade: □  New Grade: □

Reason for Change:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Instructor Name: __________________________  Date: __________
(PLEASE PRINT)
Instructor Signature: __________________________  Date: __________
Department Chair Signature: __________________________  Date: __________
School Dean Signature: __________________________  Date: __________

NO ENTRY BELOW THIS LINE
REGISTRAR USE ONLY

Action Taken:  Deleted □  Added □  Changed □
Completed By: __________________________  Date: __________