This form is only to be used for grade changes being requested in excess of one calendar year from the term the course was originally taken. Grade changes for more recent terms should be completed through the Faculty and Advisor Online Services.

Change of Grade in Excess of One Year

*** All Fields Required to Process ***

Student Name: _________________________ Student ID #: _________________________

Course Information:

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Subject</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Term course taken: □ Fall □ Winter □ Spring □ Summer Year: __________

Reason for the change: ______________________________________________________

Old grade: _______ New grade: _______

Instructor name (please print): _____________________________________________

Instructor signature: ___________________________ Date: __________

Department Chair signature: ___________________________ Date: __________

For processing please return to: Registrar’s Office 102 Kerr Administration Building
This form will not be accepted from students (including department work-study students).

Form may be submitted, in person, with picture identification, by instructor or designated department staff; delivered in sealed departmental envelope signed on the seal by instructor or designated department staff; faxed with departmental fax sheet signed by instructor or designated department staff (fax# 541-737-8123).