



School of Architecture and Planning

**FORM FOR REQUESTING A GRADE CHANGE**

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

It is requested that the grade for:

\_\_\_\_\_  
(Student's Full Name) (Student's EMPLID Number)

In \_\_\_\_\_  
(Course Department, Number & Section) (Course Title)

Given during the \_\_\_\_\_ semester, be changed from \_\_\_\_\_ to \_\_\_\_\_.  
(Semester) (Year) (Original Grade) (New Grade)

The reason for this change: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Instructor's Printed Name) (Instructor's Signature) (Date)

- The grade change is approved.
- The grade change is denied.

**Approval of Associate Dean**

Comments: \_\_\_\_\_

\_\_\_\_\_  
(Associate Dean's Printed Name) (Associate Dean's Signature) (Date)

ASSOCIATE DEAN: Submit signed form to the Manager of Student Records to complete the grade change.