

B E T H A N Y C O L L E G E

GRADE CHANGE

Please fill out completely and print legibly.

Date	Student's Last Name, First Name	Student's ID Number
Course ID Number	Course Title	Instructor's Name

Course Was Taken: Fall Spring Summer Year: _____.

Per catalog: All grade changes must be submitted by instructors to the Office of the Registrar by the end of the first semester immediately following the semester in which the course was taken. Grade changes requested after the allotted time may not be accepted.

- Submitting within the prescribed time frame.
- Submitting beyond prescribed time frame (requires detailed explanation below unless replacing a blank grade):

Please Change Grade from Blank Prior Grade of _____ to _____.

REASON FOR CHANGE:

- Posting of Unofficial Withdrawal (UW) during a term due to lack of student participation. Please also list the date you determined the student was dismissed from your class due to non-participation, if earlier than your recorded date at the top of this form: ____/____/____. (Per unit fee assessed.)
- Computational error by instructor. (No fee assessed.)
- Entry error by Registrar's Office. (No fee assessed.)
- Other:

Assess Change of Grade Fee Change of Grade Fee Not Applicable

Instructor's Signature _____ Date _____

OFFICE USE ONLY	
<input type="checkbox"/> Grade Changed in Unifers and Confirmation of Grade Change Sent to Student	
<input type="checkbox"/> Grade Changed on Degree Plan	
<input type="checkbox"/> Student Billed	Date Posted: _____