



HOLY NAMES
UNIVERSITY
Since 1868

Grade Change Form

Form must be completed and turned in by the instructor only.

NOTE: Grade Changes are allowed only in the case of clerical/faculty error or when work for an Incomplete grade or Deferred Grade is submitted within the specified time given on the Incomplete Form or Deferred Grade Form. Grade changes for "F" grades resulting from expired Incompletes or Deferred Grades are not allowed.

Student's Name: _____

Course ID: _____

Section Number: _____

Course Title: _____

Units: _____

Year: _____

Term (check one of the appropriate box below)

<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Summer Semester
<input type="checkbox"/> Fall Semester Term 1	<input type="checkbox"/> Spring Semester Term 3	<input type="checkbox"/> Summer Semester Term 5
<input type="checkbox"/> Fall Semester Term 2	<input type="checkbox"/> Spring Semester Term 4	<input type="checkbox"/> Summer Semester Term 6

TYPE OF CHANGE

Removing an Incomplete: Final grade of _____ not "I"

Removing a Deferred Grade: Final grade of _____ not "DE"

Grade Change: Final grade of _____ not _____

Reason for Change: _____

Date Coursework Completed: _____

Instructor's Name: _____ Instructor's Signature: _____

Office Use Only

Registrar's Signature: _____ Date: _____

Processed by: _____ Date: _____