

Grade Change Form

Instructions: Complete a separate form for each grade being changed. Grade may only be changed by instructor of record or Associate Dean. Grade changes are not official until signed by the Registrar. Submit completed Grade Change Form to the Office of Academic Records.

Student Name: _____ Student UHCL ID: _____

Course Title: _____

GRADE CHANGES ARE ONLY ALLOWED FOR THE FOLLOWING REASONS

- Resolution of incomplete grade.
- Result of a grade change appeal or hearing process.
- Correction of instructor/university error, administrative withdrawal or late grade submission.

Class #	Subject	Course #	Section #	Semester	Year	Original Grade	New Grade

 Instructor Name (Printed) Instructor Signature (Required) Date

 Associate Dean Signature (Required after more than one long semester) Date

 Provost Signature (Required after more than one year) Date

 Registrar Signature Date

Records Office Use Only:

Academic Standing Y Change: _____

Academic Standing N No change needed

Processed By: Date: