



## GRADE CHANGE FORM

Today's Date: \_\_\_\_\_

Instructor: \_\_\_\_\_  
(Print Name Legibly, Please)

The following student's grade needs to be changed:

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course # & Section: \_\_\_\_\_

Semester/Year Course Taken: \_\_\_\_\_

Grade now Submitted: \_\_\_\_\_

\*\*\* Explanation of Grade Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **(Registrar's Use Only)**

Date Entered into SAU Tech Computer System: \_\_\_\_\_  
(Date)

Entered Officially By: \_\_\_\_\_  
(Signature)

**\*\*\* MUST BE COMPLETED FOR GRADE TO BE CHANGED**

**SAU-Tech...We put YOU first!**