



### GRADE CHANGE FORM

Please fill out this form completely, including all necessary signatures, in order to ensure proper processing.

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

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

Units: \_\_\_\_\_ Date Course Originally Taken: \_\_\_\_\_

Original Grade: \_\_\_\_\_ Revised Grade: \_\_\_\_\_

Coursework completion date: \_\_\_\_\_ Instructors Name: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Instructors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

FOR VIU USE ONLY:

Entered in Database:	Date:
Entered in Student File:	Date:
Signed by Registrar:	Date:



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