



## Grade Change Form

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

Course Name \_\_\_\_\_ Course # \_\_\_\_\_

New Grade \_\_\_\_\_ ☐ First Semester ☐ Second Semester Year \_\_\_\_\_

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

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

\$5.00 Charge: ☐ Student

☐ \_\_\_\_\_ Department

Acct # 11-1400-9510-70-1400 \_\_\_\_\_

### Revised GPA and credit totals as they appear on the transcript:

	Year _____	
	__ 1st __ 2nd Semester	Cumulative
GPA	_____	_____
Credits	_____	_____

*To be completed by the office with photocopies forwarded to the following:* \_\_ student \_\_ parent/guardian \_\_ advisor

☐ No Signatures Necessary

☐ For a second semester mid-term grade change for seniors - get the required signatures as indicated below:

For a second semester mid-term grade change for a senior, the student and parent/guardian are asked to sign as indicated. Such a mid-term grade change is a no charge, non-credit progress report adjustment only and is not a guarantee of a credit earning, passing grade at the end of the semester. The final grade will be based on the student's academic performance for the entire semester, including his/her level of accomplishment from this date onward.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_