



CHANGE IN GRADE REQUEST FORM

This form must be completed by the instructor of the course in question and then sent to the Office of the Registrar after the appropriate signatures have been obtained. Westcliff University Change of Grade Policy states that within one (1) year of the awarding of the grade, final grades may be changed by the instructor on a change-of-grade form, only if there has been a clerical error or error in computation. The grade change must be approved by the college dean.

Student Information

Student Name _____ Student ID# _____

Course Information

Course Code _____ Course Title _____

Instructor _____ Section Number _____

Program _____ Campus _____

Current Semester _____ Year _____

Original Grade _____ New Grade _____

Reason for grade change request (attach additional pages as needed):

Instructor Approval

Instructor Name: _____

Instructor Signature: _____ Date: _____

For Office Use Only:

Departmental Approval

- Approved
 Not Approved

Name: _____ Title: _____

Signature: _____ Date: _____

Student Services/ Technology Department

- | | | |
|---|-----------------------|----------------|
| <input type="checkbox"/> Grade updated in SIS | Date Completed: _____ | Initial: _____ |
| <input type="checkbox"/> Grade updated in GAP | Date Completed: _____ | Initial: _____ |
| <input type="checkbox"/> Registrar Notified | Date Completed: _____ | Initial: _____ |
| <input type="checkbox"/> Student Notified | Date Completed: _____ | Initial: _____ |

Name: _____ Title: _____

Signature: _____ Date: _____