



Change of Grade

Office of Student Services

250 W. First Street, Suite 330 • Claremont, CA 91711 • Ph. (909) 667-4480/4481 • Fax (909) 399-3443

Once a grade is assigned for a course, no grade change is possible on the basis of additional work. However, faculty may change a grade in the case of a recording error or grade miscalculation or, in exceptional circumstances, on the basis of a reevaluation of work that was already completed if the change is made within two months of when the original grade was assigned.

THIS SECTION TO BE COMPLETED BY THE INSTRUCTOR

Student Name _____

Term _____

Instructor Name _____

Course Title _____

Previous Course Grade _____

New Course Grade _____

Please provide reason for grade change.

Instructor Signature

Date

THIS SECTION TO BE COMPLETED BY THE STUDENT

Name _____

Program _____

Email _____

I confirm that I have received the changed grade noted above from my instructor.

Signature

Date

Administrative Use Only

Registrar

Date Received