

Presbyterian College Change of Grade Form

Instructions:

1. Print, complete form, sign and date form
2. Submit form to next person for signature

Registrar:

Please make a grade change for:

_____ ID# _____
(Student's Name)

in SUBJECT _____ COURSE # _____ CRN # _____.

The present grade of _____ should be changed to read _____. This change is requested because _____

_____.

The course was taken during term (i.e. 200401 for Fall 2004) _____.

Signature of Professor of the course _____ Date _____

Change approved: _____
Date Department Chair for grade other than "Inc" {D.III.15(g)}

Change approved: _____
Date Dean of Academic Programs

Date changed in Registrar's Office: _____