

GRADE CHANGE FORM

TO: Director of Records & Registration

DATE:

FULL NAME OF STUDENT:

Student ID:

Course as now recorded:	Disc.	Course No.	Section	Credits
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Semester and year course was taken:

GRADE CHANGE:	Previous Grade	New Grade
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Explanation for grade change (maximum of two typed lines):

Instructor Name

Instructor Signature

Director of Records & Registration

Date

Faculty members must be prepared to present a valid TTU ID when submitting grade changes.