

Andrew College
Change of Grade
(other than I – Incomplete)

Student Name _____ ID # _____

Semester and Session (example Fall 2021 session 3): _____

Course ID and Section (example: ENG 111 A): _____

Course Title: _____

Instructor: _____

This student was given a grade of _____. The correct grade is _____.

Reason for Change:

Submitted by:

Instructor Signature: _____ Date: _____

INSTRUCTOR SHOULD PROVIDE STUDENT A COPY

Approved by:

Division Chair: _____ Date: _____

Dean of Academic Affairs: _____ Date: _____

Processed by:

Registrar: _____ Date: _____