UNCCHARLOTTE

Seniors and Graduate Students:
Have you applied for graduation?
( ) YES ( ) NO

The University of North Carolina at Charlotte
Records and Registration Office

REQUEST FOR GRADE CHANGE

INSTRUCTIONS: 1. If previous grade reported was an I (incomplete), forward this directly to the Office of the Registrar. If this incomplete grade has defaulted to an F/U, then it must be forwarded to the departmental chair and the Dean's Office before we can receive it in the Registrar's Office.

2. If previous grade reported was a letter grade other than I (A,B,C, etc.), this form must be forwarded through the department Head and the Dean of the College in which the course is taught.

PLEASE PRINT

Student's Name: _____
LAST FIRST MIDDLE

Student's SID: _____

Student is currently enrolled as a: ( ) graduate ( ) undergraduate student.

Department: _____ Course: _____ Section: _____

Course Title (as in catalog) : _____

Term & Year enrolled in course: ( ) Fall Semester _____ ( ) First Summer Semester _____
( ) Spring Semester _____ ( ) Second Summer Semester_____

PREVIOUS GRADE REPORTED: _____ CORRECT GRADE: _____

Justification for grade change (necessary for change in letter grade other than incomplete).

_____

_____

_____

Instructor's Signature: _____ Date: _____

Department Chairperson's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Registrar's Office 7/03