

**INCOMPLETE GRADE CHANGE FORM
GRADUATES ONLY**

Submit completed form to the Records Office.
Note deadline for incomplete grade change submission*.

Student's Name: _____ ID Number: _____

Course Number: _____ Course Name: _____

Section Number: _____ Semester or term taken: _____

Date coursework completed*: _____ Grade to be assigned: _____

Note: ***Incomplete grade changes must be completed by the instructor in the Office of Admissions and Records within one calendar year of the semester in which the grade was issued**, (i.e., a fall semester grade must be changed before the last day of the next fall semester, a spring semester grade must be changed before the last day of the next spring semester, and a summer term grade must be changed before the end of the next summer term). No extension may be granted.

Instructor: _____ Date: _____



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| Records Office Use Only: |
| Grade Change Completed by Deadline _____ |
| Accepted By: _____ |
| Date: _____ |
| Computer Updated By: _____ |
| Date: _____ |