

## Change of Grade Form

Please  
print using  
black ink.

Student's First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

myUTSA ID \_\_\_\_\_ Term: Fall Spring Summer Year \_\_\_\_\_

CRN: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ COURSE NO.: \_\_\_\_\_ SECTION NO.: \_\_\_\_\_ Instructor \_\_\_\_\_  
Numeric Alpha Numeric Numeric Print Name

Grade originally assigned \_\_\_\_\_ Grade to be changed to \_\_\_\_\_  
(letter grade, IN, NR, etc.) ("IN" requires a completed *Requirements for Removal of Incomplete Form*)

Reason for change of grade:

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Instructor) Print Name

Recommend approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Department Chair) Print Name

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Dean) Print Name

Requests to change a grade more than one year old must also be approved by Undergraduate Studies (for undergraduates) or the Graduate School (for graduate students).

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Vice Provost/Assoc Vice Provost) Print Name

**WHEN APPROVED, FORWARD TO THE OFFICE OF THE REGISTRAR**

**For Registrar's Office Use Only**

Requires Academic Standing be changed from \_\_\_\_\_ to \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_  
E:\Reg\Exec\Word60\Forms\Inventory Forms and Web\Change of Grade FormP (Rev.120120)