



GRADE CHANGE REPORT FORM

Arkansas State University Mountain Home

When a grade is to be changed on a student's permanent record, the instructor who issued the original grade should complete the top part of this form and sign where indicated. The request for change must be processed prior to the close of the semester following the assignment of the original grade.

Student Name: _____
Last First Middle

Student ID Number: _____

Course: _____
Prefix Number Section Title of Course

Semester/Year course was attempted: _____

Instructor's Name (printed): _____

Grade originally issued: _____ Grade should be changed to: _____

Reason for grade change: _____

Signatures Needed:

Instructor: _____ Date: _____

Vice Chancellor for Academic Affairs: _____ Date: _____

Date changed on student records: _____ By: _____
(Administrative Signature)