Presbyterian College
Change of Grade Form

Instructions:
1. Print, complete form, sign and date form
2. Submit form to next person for signature

Registrar:

Please make a grade change for:

_____ ID#_____
(Student's Name)

in SUBJECT _____ COURSE #_____ CRN #_____.

The present grade of _____ should be changed to read _____. This change is

requested because_____

_____.

The course was taken during term (i.e. 200401 for Fall 2004) _____.

Signature of Professor of the course _____ Date _____

Change approved: _____ _____
                       Date   Department Chair for grade other than "Inc" {D.III.15(g}

Change approved: _____ _____
                       Date   Provost

Date changed in Registrar's Office: _____