



PARK
UNIVERSITY

CHANGE OF GRADE REQUEST

A STUDENT'S ORIGINAL LETTER GRADE FOR A COURSE(S) CAN BE CHANGED **ONLY** BY THE FACULTY MEMBER (PROFESSOR/ INSTRUCTOR) WHO REPORTED THE ORIGINAL LETTER GRADE.

SITE CODE

DATE OF REQUEST

TO BE COMPLETED BY FACULTY MEMBER

STUDENT NAME		SOCIAL SECURITY NO	STUDENT ID
SESSION	SESSION DATES FROM; TO;		
COURSE NUMBER	COURSE TITLE		
FACULTY MEMBER SIGNATURE		DATE	CAMPUS CENTER DIRECTOR SIGNATURE
NAME OF FACULTY MEMBER (PLEASE PRINT)		DATE	
REASON FOR CHANGE			
ORIGINAL LETTER GRADE REPORTED	CHANGE ORIGINAL GRADE TO;		DATE

AUTHORIZATION

DEAN OF GRADUATE AND PROFESSIONAL STUDIES SIGNATURE	DATE
---	------

CC: Registrar, Program Director/Student, Instructor, Grad School office