

GRADE CHANGE FORM

TO: Director of Records & Registration

DATE: _____

Name Of Student: _____ T#: _____

Course as now recorded: Subj: _____ Course # _____ Section _____ Credits _____

Semester and year course was taken: _____

GRADE CHANGE: Previous Grade _____ New Grade _____ Completion Date _____

Explanation for grade change (maximum of two typed lines):

Instructor Name

Instructor Signature

Director of Records & Registration

Date

Faculty members must be prepared to present a valid TTU ID when submitting grade changes.