



## Instructor Grade Change Form

(Return to [Registration@edisonohio.edu](mailto:Registration@edisonohio.edu))

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Phone Number \_\_\_\_\_ Date \_\_\_\_\_

### Course Information

Dept. <i>(e.g. ENG)</i>	Num. <i>(e.g. 21S)</i>	Sect. <i>(e.g. 018SS)</i>	Term Code <i>(e.g. 2015SS)</i>	Term <i>(e.g. Spring)</i>	Year <i>(e.g. 2016)</i>

### Grade Information

Grade Reported As (select one) |

Change Grade to (select one) |

Explanation for Grade Change: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Incomplete grade "I" will be changed to a failing grade if work is not completed within the allotted time which is to be no more than 100 calendar days after the last day of the semester.

*Office Use*

	STAC	STNC	FGID	CRI-RCGRACHA	Student Notified	Instructor Notified
Processed by						
Date						