

Imperial Valley College GRADE CHANGE REQUEST FORM

<u>INSTRUCTIONS TO FACULTY</u>: Grade changes will not be accepted from students. To guard against fraud, please complete this form and submit it in person to the Office of the VP of Academic Services (Instruction Office) in the Administration Building.

Please Print		
	Student's ID #	
Last, First, Middle		
Term (Indicate 1): Fall Winter Spring	Summer	
Year Year Year	Year	
Course: Code # (CRN) Dept. & # Title		
Example: 10194 ENGL 101 Reading & Composition		
Previous Grade To Be Changed To		
Reason (check one):		
Student not previously registered for class; should have been required to register at beginning of term		
Student should have been dropped for nonattendance before 75% deadline		
Other (explain)		
Was this a Positive Attendance Course?		
If Yes, please provide total hours completed in the course:		
Instructor's Instructor's		
printed name signature	Date	
VP of Academic Services signature	Date	
Admissions and Records Office Use Only		
Date received SYOSPROFILE printed & reviewed for term & cum GPA, repeats		
Updated in SHATCKN If repeated course, E or I selected as appropriate		
New SYOSPROFILE reviewed for term & cum GPA, and indication of repeat if appropriate		
☐ If change from Incomplete to grade, incomplete form pulled and attached to this form.		
Student notified: By letter In person By phone By e-mail		
Date processing completed By (print last name, sign initials)		