

## Request for Grade Change

Office of the Registrar, University of Memphis, 003 Wilder Tower / Ph: 678-2810

Student U-Number: U \_\_\_\_\_  
Student Last Name: \_\_\_\_\_  
Student First Name: \_\_\_\_\_  
Student Middle Name: \_\_\_\_\_  
Subject: \_\_\_\_\_ Course#: \_\_\_\_\_ Sec#: \_\_\_\_\_ CRN: \_\_\_\_\_  
Term: \_\_\_\_\_ Year: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Change Grade From: \_\_\_\_\_ To: \_\_\_\_\_ Hrs Credit: \_\_\_\_\_

Grade changes will not be processed for students whose degree has been awarded.

Reason for Grade Change:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURE STAMPS NOT ACCEPTABLE

Dept: \_\_\_\_\_ Dept Chair (Type or Print): \_\_\_\_\_

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

Instructor's U of M E-mail: \_\_\_\_\_@memphis.edu

Instruct. #2's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instruct. #2's U of M E-mail: \_\_\_\_\_@memphis.edu

Dept Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*When the Department Chair is the Instructor, the College Dean signs approval.\*

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Academic Affairs:      Approved      Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>This area for Student Records use</b>	U COMB SEM
POSTED	U COMB CUM
U SEM	G SEM
U CUM	G CUM
<input type="checkbox"/> GS <input type="checkbox"/> AW <input type="checkbox"/> P1 <input type="checkbox"/> PROB <input type="checkbox"/> SUSP	SFAALST