

Change of Grade By Section Form

Complete all items; incomplete forms will be returned.

Step 1: Instructor completes Change Form

Step 2: Send form to Department Chair for signature/approval.

Step 3: Department Chair forwards approved form to records@gtcc.edu for processing.

Course Information:

Prefix and Section #: _____

Course Title: _____

Semester course was taken: _____

Academic year course was taken: _____

Reason for Change:

Removal of Incomplete

Miscalculation of Grade

Other; please specify: _____

Student ID#	Student Name	Original Grade:	Change Grade to:
1.			
2.			
3.			
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Change of Grade By Section Form

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35.			

Approval(s):

Instructor: _____

Date: _____

Department Chair: _____

Date: _____

For Office Use Only

Credit Hours: _____

CRT Entry: _____

Date Entered

Signature: _____