

Request for Change of Grade

Instructions:

1. Fill out both student and course information in their entirety.
2. Indicate the current grade, and the requested grade.
 - a. For "I" grade extensions, indicate the new lapse date in the indicated box.
3. Form must be signed by the instructor, the instructor's department head, and the dean associated with the course. ***The Registrar's office will not process the form until all signatures are obtained.***
 - a. For 5xxx and 6xxx level courses, the signature of the Toulouse Graduate School dean is required, **not** the college dean.
4. Once form is completed, send to Registrar.Records@unt.edu, or bring to ESSC #209. Call (940) 565-2369 if you have questions.

Student ID:

Student First Name:

Student Middle Name:

Student Last Name:

Date:

Year:

Subject:

Catalog

Number:

Section:

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Change grade from:

to:

Incomplete Lapse Date:

Instructor's Signature:

Department Chair's Signature:

Academic Dean's Signature:

For Registrar's Office Use Only

Previous:	Current:
Term GPA:	
Cum. GPA:	
Processed by:	Date Processed: