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Student Name \_\_\_\_\_

Course \_\_\_\_\_

Term Enrolled \_\_\_\_\_ Date Course was Completed \_\_\_\_\_

Original Grade \_\_\_\_\_ New Grade \_\_\_\_\_

Reason for Grade Change \_\_\_\_\_

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Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved      Disapproved

VP of Academic Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

Recorded \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Registrar \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_