Imperial Valley College
GRADE CHANGE REQUEST FORM

INSTRUCTIONS TO FACULTY: 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 Name_____ **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): ☐ Instructor Correction ☐ Incomplete Make-Up Work Complete

☐ 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? ☐ Yes ☐ No

If Yes, please provide total hours completed in the course: _____

Instructor's printed name_____ **Instructor's 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)_____