



# Grade Change Request

Blue Mountain Community College  
2411 NW Carden, P.O. Box 100  
Pendleton, OR 97801  
(541)278-5931 Office of Instruction  
(541)278-5173 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

**Instructions:**

1. Complete Section A - include your signature
2. Send form to the Office of Instruction for the Vice President of Instruction's signature.

**Previous Grade:** If you are changing an INC grade, please see instructions on the INC Contract.

**New Grade:** Acceptable grades: A, B, C, D, F, P, and NP

**SECTION A: Instructor**

**BMCC Student ID Number:** \_\_\_\_\_ - \_\_\_\_\_

**Students Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Course ID	Section #	Course Title	Term	Year	Previous Grade	New Grade

**Justification:** (A reasonable explanation must be made for all grade changes.)

\_\_\_\_\_  
\_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Take or mail form to Office of Instruction for review and approval.**

\*\*\*\*\*

**SECTION B: Office of Instruction**

Date form received: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have reviewed and approve the grade change for the above referenced student.

\_\_\_\_\_  
Signature: Vice-President of Instruction \_\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Date

**Please forward form to SERVICE CENTER for processing.**

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**SECTION C: Student Records Office**

Date form received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Student Records Office Signature: \_\_\_\_\_ Date processed \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Blue Mountain Community College is an equal opportunity educator and employer.**