



Grade Change Request

OFFICE: (541) 278-5930
FAX: (541) 278-5173

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 TO COMPLETE

BMCC ID Number: _____ - _____

Students Name: _____

COURSE #	Course Title	Term/YR (Example: Fall 2017)	Previous Grade	New Grade

Justification (required): Please provide an explanation for grade change.

Instructor Signature _____

Date: ____/____/20____

Take, mail, or fax form to Office of Instruction for review and approval. If approved, the form will be forwarded to the Registrar's Office for processing.

SECTION B: OFFICE OF INSTRUCTION TO COMPLETE

Date form received: _____

Request is (mark one) _____ **Approved** _____ **Denied**

Signature (Vice-President of Instruction or designee): _____

Date: _____

Please forward form to SERVICE CENTER for processing.

SECTION C: REGISTRAR'S OFFICE

Date form received: _____

Registrar's Office Signature: _____

Date processed: _____

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