

PALO VERDE COLLEGE  
**CHANGE OF GRADE FORM**

**TO: REGISTRAR**

Date \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT: Change of Semester Grade**

\_\_\_\_\_  
Name of Student \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ grade in \_\_\_\_\_ Code \_\_\_\_\_ Course No. \_\_\_\_\_

Course Title \_\_\_\_\_ Units \_\_\_\_\_ as entered on the official semester grade  
report for the fall \_\_\_\_\_ spring \_\_\_\_\_ summer \_\_\_\_\_ semester of \_\_\_\_\_ should be  
changed from \_\_\_\_\_ to \_\_\_\_\_ for the following reason(s):

Fulfilled incomplete grade contract       Other - Explanation.

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor

Submit in triplicate

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

INSTRUCTORS: PLEASE PRINT THIS FORM, COMPLETE, AND RETURN TO THE  
ADMISSIONS & RECORDS OFFICE. THANK YOU.