



This form is to be completed and submitted to the Office of Admissions and Records by the course instructor. Completed forms will not be accepted if delivered by the student. Please keep a copy for your records.

Student Name: _____ Student ID: _____
Last First Middle

Course Name and No.: _____ Ticket #: _____

Semester: _____ Year: _____

Grade changed From: _____ To: _____ Date: _____

Instructor justification (Please check one):

- Previously assigned grade of Incomplete: Coursework has been completed within deadline
- Instructor error (Explanation) _____
- Grade appeal (must be filed with the instructor within 45 days after the student knew or should have known of the grade.)

Instructor's Signature Date Instructor Name (Print Name)

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. 5 CCR § 55025

| | | | | |
|-----------------|------------|-----------------------|---------------------|-----------|
| Rec'd by: _____ | Date _____ | Date Processed: _____ | Processed By: _____ | 7/28/2008 |
|-----------------|------------|-----------------------|---------------------|-----------|



This form is to be completed and submitted to the Office of Admissions and Records by the course instructor. Completed forms will not be accepted if delivered by the student. Please keep a copy for your records.

Student Name: _____ Student ID: _____
Last First Middle

Course Name and No.: _____ Ticket #: _____

Semester: _____ Year: _____

Grade changed from: _____ To: _____ Date: _____

Instructor justification (Please check one):

- Previously assigned grade of Incomplete: Coursework has been completed within deadline
- Instructor error (Explanation) _____
- Grade appeal (must be filed with the instructor within 45 days after the student knew or should have known of the grade.)

Instructor's Signature Date Instructor Name (Print Name)

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. 5 CCR § 55025

| | | | | |
|-----------------|------------|-----------------------|---------------------|-----------|
| Rec'd by: _____ | Date _____ | Date Processed: _____ | Processed By: _____ | 7/28/2008 |
|-----------------|------------|-----------------------|---------------------|-----------|