

**AUTHORIZATION FOR CHANGE OF STUDENT GRADE**  
**Gateway Community and Technical College**

(Transmit completed form to Office of the Registrar)

Student Name (please print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Grade changed from: \_\_\_\_\_ to: \_\_\_\_\_ Class Nbr: \_\_\_\_\_ Catalog subject/number: \_\_\_\_\_

Semester and Year in which original grade was earned: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

If the original grade was not an "Incomplete", state justification for the change:

\_\_\_\_\_

\_\_\_\_\_  
Instructor's Approval Date

\_\_\_\_\_  
\*Dean's Approval Date

\*Signature not required if changing from grade of 'I'. (Senate Rules V 3.6)

Revised 1/4/2018

Grade Change Processed by Office of the Registrar
_____ Date
_____ Initials