



The College official with permission to issue or change a Final Grade should complete this form and return it to the Registrar's Office. Please see the Change of Final Grade policy in the Academic Catalog for details.

<b>Student Name</b>		<b>Last 4 of FTC ID#</b>	X	X	X	X	X	X						
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**Instructor's Name**

Course Code/Sect	Course Title	Semester/Year

**Please select the reason(s) for the grade change:**

		Notes/Explanation
Incomplete (I) to Final Grade.	<input type="checkbox"/>	
A clerical error in grade entry.	<input type="checkbox"/>	
An error in grade calculation.	<input type="checkbox"/>	
The result of an academic integrity violation investigation.	<input type="checkbox"/>	
The result of a Grade Appeal.	<input type="checkbox"/>	

**Other** (please detail):

<b>Original Grade</b>		<b>New Grade</b>	A	A-	B+	B	B-	C+	C	C-	D+	D	F	P
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Please CIRCLE. Not all of the above grades are applicable to all students. Check with the Registrar's Office if you have questions.

<b>Instructor Signature</b>	<b>Date</b>

<b>Chairperson Signature (not required for Incomplete to Final Grade)</b>	<b>Date</b>

<b>Provost Signature (not required for Incomplete to Final Grade)</b>	<b>Date</b>