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**For Faculty Use Only**

Use this form to report grade changes or to submit a permanent grade to replace an Incomplete (I) or Grade Pending (GP) that was previously assigned.

- An explanation for the grade change and approval of the dean is required, except for changes to previously assigned I and GP grades.
- Grade changes that assign a temporary grade (I or GP) as the new grade are not accepted.
- This form cannot be used for courses in which the W (Withdrawn) notation has been assigned.
- Grade changes may not be submitted for individuals who have graduated and are no longer enrolled.

Submit this form (mail, e-mail) directly to the Registrar's Office. Completed forms are only accepted from the faculty member on record of the class in which the grade change is occurring. Requests that do not meet the requirements stated above should be addressed through an Academic Petition and require the approval of the academic dean and Provost.

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Student Information

CGU ID# 254 - \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

New Grade Assigned \_\_\_\_\_ Previous Grade \_\_\_\_\_  
(May not be GP, I or W)

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**Course Information**

Semester & Year \_\_\_\_\_

Subject/Catalog No. \_\_\_\_\_

Course No (4-digit) \_\_\_\_\_

Units \_\_\_\_\_

Instructor Name \_\_\_\_\_

Instructor Institution \_\_\_\_\_

Instructor E-mail \_\_\_\_\_

Instructor Phone \_\_\_\_\_

Explanation *(Not required only if previous grade was GP or I.)*

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval required for all grade changes except when the prior grade is incomplete (I) or grade pending (GP).**

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit Completed Form to Registrar's Office**

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