

Office of Extended Campus and Online Studies

REQUEST TO CHANGE A GRADE

TO: Brandy Cartmell, Registrar

FROM: _____
Instructor's Name (Printed) Instructor's Signature Date

Erica Bell/Derrick Head/Tommy Cates have my permission to change the following grade/s on my behalf.

Student Name: _____ Student Number: _____

Course Name/Number: _____ CRN: _____ Semester/Year: _____

Please change the grade from** _____ to _____. (All I's of F's Must Include Last Date of Attendance _____)

Reason: _____

**Time limit for changing Incomplete (I) grades is 2 regular semesters. Other grades may be changed after 2 regular semesters with written permission of both department chair AND dean.

Instructions: Please complete this form and fax to Erica Bell, ECOS (731-881-7984).

(Note: If you need to change grades for an entire section, you may attach a list.)