

## COURSE GRADE CHANGE REQUEST

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Date: \_\_\_\_\_ Quarter and Year: \_\_\_\_\_ Faculty : \_\_\_\_\_  
Program: \_\_\_\_\_ Program Language:  English  Korean  Chinese  
Course Name: \_\_\_\_\_ Course Number : \_\_\_\_\_

Reason:

- Conflict with transfer credits previously taken at former institution
- Incomplete Grade
- Incorrect Grade
- Others

Please write in detail:

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*\*Please attach the supporting documents (ie: exam paper, assignments, etc)*

Student Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Grade Change:  Granted (Grade before change: \_\_\_\_\_ Grade after change: \_\_\_\_\_)  
 Not Granted

Refund  Refund (Receipt #: \_\_\_\_\_)

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Front Office Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Registrar changed the student's grade on: (MM)\_\_\_\_\_ / (DD)\_\_\_\_\_ / (YY)\_\_\_\_\_*