

CATAWBA COLLEGE
Official Report of Grade Change
or
Removal of Temporary Grade

TO: Registrar's Office

RE: _____
Student's Name

Catawba ID number

DATE: _____

Please change this student's grade from _____ to _____ in _____
Old Grade New Grade Course Name and Number

for the _____ term. The reason for the grade change is _____
Term Course Taken

* _____ Date _____
Professor's Signature

_____ Date _____
Department Chairman

_____ Date _____
Provost Signature

Grade Changed in Registrar's Office Date _____

* *Only signature necessary if changing an "I" grade.
An "F" recorded because of failure to remove an "I" grade by the forty day deadline may be
Changed only with the approval of the Academic Policies and Standards Committee.*

*A copy of this form will be returned to the instructor after the
grade is recorded by the Registrar's Office.*