

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

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
CWID

\_\_\_\_\_  
Semester

**CORRECTION OF GRADE**

Department	Course Title, Number, and Course Reference Number (CRN)	First Grade	Corrected Grade

**Reason(s) for Change**

Data Entry Error    Others \_\_\_\_\_

\_\_\_\_\_  
1. Instructor of the Course

\_\_\_\_\_  
2. Department Head of the Course

\_\_\_\_\_  
Date

\_\_\_\_\_  
3. Dean of the Course

**REMOVAL OF (I) or (IP) \_\_\_\_\_**

Department	Course Title, Number, and Course Reference Number (CRN)	First Grade	Corrected Grade

\_\_\_\_\_  
1. Instructor of the Course

\_\_\_\_\_  
Date

\_\_\_\_\_  
2. Dean of the Course (after 60-day period)