

GRADE CHANGE REPORT

Pittsburg State University
Pittsburg, KS

TO: Office of the Registrar

_____, _____, currently has a
(Student's Full Name) (ID No.)
grade of _____ in _____
(Department) (Course Number) (Course Name)
for _____ hours of credit listed under the _____ session.
(Term and Year)

I recommend this grade be changed to _____ and offer the following explanation for the change:

Date _____ Signed: _____
(Instructor Name - PRINTED) (Instructor Signature)

By signing below, I concur with the grade change recommended by the instructor.

Date: _____
Chairperson of Department in which the course was offered

Date: _____
Dean of the School in which the course was offered

Date: _____
Graduate Dean (for graduate level courses)