

TOUGALOO COLLEGE
 TOUGALOO, MISSISSIPPI 39174
OFFICE OF RECORDS
LETTER GRADE CHANGE FORM

This Change of Grade Form is to be used to change a grade previously reported to the Registrar's Office. The request for change should be made no later than ten (10) working days after the close of registration for any grade issued the preceding semester.

STUDENT'S NAME		ID#		ORIGINAL GRADE
COURSE NO.	TITLE	SEMESTER	YEAR	CHANGED TO

Reason for making change: _____

(Attach Supporting Documentation) required

	Date		
APPROVALS	DATE	YES/NO	COMMENT
_____ Signature of Instructor	_____	_____	_____
_____ Signature of Division Dean	_____	_____	_____
_____ Signature of Department Chair	_____	_____	_____
_____ Academic Standing Committee Chair	_____	_____	_____
_____ Provost/Vice President Academic Affairs	_____	_____	_____