

# UNIVERSITY OF SOUTH ALABAMA

## CHANGE OF GRADE/SYMBOL FORM (A, B, C, D, F, F\*, S, U, U\*, N/I, X, P)

**INSTRUCTIONS:**  
PLEASE SEND FORM  
TO THE REGISTRAR'S  
OFFICE (MH 1100)

CRN	SUBJECT	COURSE	SECTION

TERM

INSTRUCTOR	COURSE TITLE	CREDIT HOURS

STUDENT NAME	STUDENT ID	ASSIGNED GRADE OR SYMBOL	AMENDED GRADE OR SYMBOL
	J00		
	J00		
	J00		
	J00		
	J00		

JUSTIFICATION FOR GRADE OR SYMBOL CHANGE (PLEASE SPECIFY)	
<input type="checkbox"/>	Error in Recording Grade
<input type="checkbox"/>	Error in Evaluation of Grade
<input type="checkbox"/>	Student Completed Course Work (I, X, P)
<input type="checkbox"/>	Other (Please Specify)

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN'S SIGNATURE

\_\_\_\_\_  
DATE

**FOR GRADUATE STUDENTS ONLY:**

\_\_\_\_\_  
GRADUATE STUDIES DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
GRADUATE SCHOOL DEAN'S SIGNATURE

\_\_\_\_\_  
DATE