



Elizabeth City State University
Elizabeth City, North Carolina

OFFICE OF THE
PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Grade Change Form

In changing an "Incomplete" grade or another grade to a higher or lower grade, please complete this form and return it to the Office of the Provost and Vice Chancellor for Academic Affairs.

I submitted a Final Grade Report for _____
Student Name/ID #

Course Title	Semester	Year
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I recorded a grade of _____ and want to change this grade to _____ for the reason stated below:

Instructor's Signature Date

Instructor's Departmental Chairperson Date

Dean of School Date

APPROVED BY: _____
Provost and Vice Chancellor for Academic Affairs Date