



MORGAN COMMUNITY COLLEGE

Grade Change Authorization

STUDENT IDENTIFICATION

Student Name: _____ Student ID: _____

GRADE CHANGE

This form is used to record an earned grade following an 'Incomplete' or to change a grade due to a computational or recording error.

A grade change due to a computational or recording error is due within 4 weeks of submission of final grades for any given semester.

A grade change following an incomplete should be submitted by the end of the term following the term in which the incomplete was given.

Year: _____ Course Name and Number: _____

Term:

- Fall
- Spring
- Summer

Change Grade From: _____ to _____

For Incomplete Grades:

Reason (mark ONE)

- Incomplete Contract Completed (CC)
- Incomplete Changed to 'F' (IF)

Must enter last date of attendance:

For Instructor Computational or Recording Errors:

Reason (mark ONE)

- Instructor Correction (IC)
- Recalculated by Instructor (RC)
- Missing Course Work Submitted (DL)
- Data Entry Error (DE)

SIGNATURES & APPROVALS

Instructor Signature: _____ Date: _____

Instructional Dean or VP Signature _____ Date: _____

Registrar: _____ Date: _____

RETURN INFORMATION

Return signed form to:

MCC Student Services
920 Barlow Road Fort Morgan, CO 80701

FAX 970 542-3114 Student.Services@MorganCC.edu