

**Please Note:**

Signature of the instructor's Dean is **NOT REQUIRED** for:

- Changes from "I" to any other symbol if the change is within one (1) term of the course conclusion.
- Changes from "NR"

Signature of the instructor's Dean is **REQUIRED** for:

- Changes from "I" to any other symbol if the change is two or more terms after the course conclusion.
- Changes from one evaluative grade to another (e.g. from "B" to "C")

Errors or inappropriate changes on this form shall be returned for correction.

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student's Name: Last, First, Middle Initial

\_\_\_\_\_  
Student's Major

**GRADE CHANGE FROM**  **TO**

**DATE COURSE WORK WAS COMPLETED (REQUIRED):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for Change of Grade: \_\_\_\_\_

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

Year/Term  
10= Intersession, 20 = Spring,  
30 = Summer, 40 = Fall

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Course Reference Number (CRN):

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USF Subject, Course Number and Section

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Course Title: \_\_\_\_\_

**FOR REGISTRAR OFFICE USE ONLY.**

Name:

Date Entered:

white/registrar yellow/dean

Form Revised 01/25/12