



\_\_\_\_\_  
Student Name (Please Print)

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

\_\_\_\_\_  
Sem/Year course taken

## Change of Grade Form

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. The procedure for the correction of a grade given in error shall include expunging the incorrect grade from the record. (Please note if change is within 30 days of the end of term – no approval is needed from the Vice President of Instruction)

Course Title \_\_\_\_\_ CRN# \_\_\_\_\_

Change grade from \_\_\_\_\_ to \_\_\_\_\_

Reason for change \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By Vice President of Instruction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Printed Name

\_\_\_\_\_  
Recorded By Records Office

\_\_\_\_\_  
Date

Please email completed form to [records@taftcollege.edu](mailto:records@taftcollege.edu)

Revised 08/24/22 TP