



# Kenai Peninsula College

UNIVERSITY *of* ALASKA ANCHORAGE

## Change of Grade

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

Date: \_\_\_\_\_

Student's Name \_\_\_\_\_  
Last First Middle (Maiden)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Course Prefix Number Section Course Title Credits

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Semester Year Grade Change from \_\_\_\_\_ to \_\_\_\_\_

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

Grades, other than Incomplete and Deferred, submitted by the instructor upon completion of a course, are assumed to be the student's final grades, and they become part of the student's permanent record. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade, and such changes must be approved by the Department Chairperson and the Dean. Corrections of grading errors must be made by the end of the following semester/session.

### Records

\_\_\_\_\_  
Date Updated

\_\_\_\_\_  
By

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

\_\_\_\_\_  
Department Chairperson's Signature

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