

*All information requested on this form must be accurately and legibly completed. Grade change forms must be submitted by faculty to Department Chairperson or Program Chairperson for approval. Grade changes are approved for a limited number of circumstances and are granted at the discretion of the faculty. Students will see updated grades in the [myCTState](#) portal.*

*Completed forms will be routed to Campus One Stop Enrollment Service Center for processing.*

Student Name: \_\_\_\_\_ Student ID: @\_\_\_\_\_

**Course Information:** CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Number: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_

Current Grade \_\_\_\_\_ Change to: \_\_\_\_\_ If updated grade is an F please enter the effective date \_\_/\_\_/\_\_

**Reason for Grade Change:**  Change from Incomplete  Grade Miscalculation Error  Grade not Submitted  
 Other \_\_\_\_\_

**Approvals:**

Faculty \_\_\_\_\_

Dean/Department Chair \_\_\_\_\_

|  |
|--|
| <p><b>For Office Use Only:</b></p> <p>Date Received: _____</p> <p>Date Entered: _____</p> <p>Entered By: _____</p> |
|--|