



The Petroleum Institute
THE REGISTRAR'S OFFICE
UNDERGRADUATE PROGRAM

OFFICIAL GRADE CHANGE FORM

Please read the instructions given below and complete this form neatly and carefully.
Return the completed form to the Registrar's Office.

Student ID Number:

Mobile Number:

Name: (First, Middle, Last)

I request a grade change form for the above mentioned student as specified below

Course Title:

Course Code:

Section ID:

Previous Letter Grade:

New Letter Grade:

Semester Course was taken:

Fall

Spring

Summer

Year:

Justification:

Instructor's Name:

Instructor's Signature

Date

Student Signature / Date

To be Approved by the Program Chair

Comments, if any:

Chair's Signature

Date

To be Approved by the Provost or the Designee

Provost's or Designee's Signature

Date