

Instructions for remote processing: To change a student’s final course grade, the instructor of the course will complete this form, type name and date, and use DSU email to forward the completed form to their Department / Division Chair. The Department / Division Chair will type name and date and use DSU email to forward to registrar@deltastate.edu. This form will only be accepted and processed if received from the Department/Division.

Student Name: _____
(Last, First Middle)

DSU ID#: _____
(900#)

Term Course was taken: _____
(Term Year)

CRN	Course Prefix	Course Number	Section Number	Old Grade (Grade changed from)	New Grade (Grade changed to)

Last Date of Attendance (Required for submitting grade of “F” or “I”): _____

Reason for Grade Change (Required):

To remove and incomplete or in progress (“I” or “IP”) grade

To correct an error in computing or recording the grade

Other (explain): _____

Required Approvals: (Type name and forward to next party using DSU email)

Instructor Name: _____ Date: _____

Chair Name: _____ Date: _____

For Registrar’s Office Use Only:

Date Received: _____ Date Processed: _____

Processed By: _____