
For Faculty Use Only

Use this form to report grade changes or to submit a permanent grade to replace an Incomplete (I) or Grade Pending (GP) that was previously assigned.

- An explanation for the grade change and approval of the dean is required, except for changes to previously assigned I and GP grades.
- Grade changes that assign a temporary grade (I or GP) as the new grade are not accepted.
- This form cannot be used for courses in which the W (Withdrawn) notation has been assigned.
- Grade changes may not be submitted for individuals who have graduated or are no longer enrolled.

Submit this form (mail, e-mail) directly to the Registrar's Office. Completed forms are only accepted from *the faculty member on record of the class* in which the grade change is occurring. Requests that do not meet the requirements stated above should be addressed through an Academic Petition and require the approval of the academic dean and Provost.

Student Information

CGU ID# 254 - _____

Last Name _____ First Name _____

New Grade Assigned _____ Previous Grade _____
(May not be GP, I or W)

Course Information

Semester & Year _____

Subject/Catalog No. _____

Course No (4-digit) _____

Units _____

Instructor Name _____

Instructor Institution _____

Instructor E-mail _____

Instructor Phone _____

Explanation *(Not required only if previous grade was GP or I.)*

Instructor's Signature _____ Date _____
(if email is being attached in lieu of a signature, the email must be from a CGU or other Claremont Colleges email address)

Approval required for all grade changes except when the prior grade is incomplete (I) or grade pending (GP).

Dean's Signature _____ Date _____

Submit Completed Form to Registrar's Office
