Authorization For Change Of Grade

Virginia Highlands Community College

Success Starts Here

Student's Name_____
First Middle Init. Last

Student EmplID#_____

Course Dept., Number, and Section_____
(Example-STD 101-01)

Instructor_____

Semester and Year Course was Taken_____ **20**_____

Grade_____ _____
Previous New

Reason for Change of Grade_____

_____

_____

_____

_____
Instructor's Signature **Date**

_____
Division Dean's Signature **Date**

A Grade of "W" must be approved by the Vice President of Instruction and Student Services

_____
Vice President of Instruction and Student Services **Date**

Records Office Use:
Change of Grade Recorded on_____by_____
Date Registrar

Go/Manage Student Records/Manage Academic Records/Use/Enrollment Request/Enrollment Request 1/Add