

Date: \_\_\_\_\_

Term Registered: \_\_\_\_\_

**Hollins University**  
**Grade Change Form**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Student ID: \_\_\_\_\_

Please circle the appropriate student classification:      UNDERGRADUATE      GRADUATE

Course Reference Number (CRN): \_\_\_\_\_ (ex. 90524)

Course Subject & Number: \_\_\_\_\_ (ex: ART 100)

Number of Credits: \_\_\_\_\_

Former Grade was \_\_\_\_\_

New Grade is \_\_\_\_\_

Reason for change:

\_\_\_\_\_ To Remove an Incomplete

\_\_\_\_\_ Error in Computing Average

\_\_\_\_\_ Error in Original Report

\_\_\_\_\_ Other (action required by Academic Policy Committee) please explain \_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_

Faculty Member Name (Printed) \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chair, Ac Pol Committee

\_\_\_\_\_  
Date