

JARVIS CHRISTIAN COLLEGE

Office of the Registrar

Hawkins, Texas

GRADE CHANGE

[Official report form for the change of a permanent grade (A, B,C, D, F). Use ink.]

Name of Student: _____ ID/SS# _____

Course Number/Section: _____ Title: _____ Hours: _____

Year Course Taken: Fall of _____ Spring of _____ Summer of _____

Grade Formerly Reported: _____ is to be changed to: _____

Reason/Justification for Change:

Instructor: _____ Date: _____

Approved by:

Division Chair: _____ Date: _____

Vice-President for Academic Affairs: _____ Date: _____

Date Posted: _____

Date Filed: _____