



NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

REQUEST FOR GRADE CHANGE

Instructions to Student: Take this form to your instructor(s) first, then to the Department Director, then to the Dean (Academic or Vo-Tech), for their signatures. The Dean will return the form to the Registrar for final grade change.

Name of Student

NWCC Student ID Number

Course Title

Reference and Course Number

Course Hours

Grade Recorded

New Grade to be Recorded

Semester/Year

Date of Grade Change

Reason for instructor making a change of grade: _____

Instructor's Signature & Date

Division Director's Signature & Date

Dean's Signature & Date

Registrar's Signature & Date