

Kapi'olani Community College - University of Hawai'i System
CHANGE OF GRADE & INCOMPLETE REMOVAL FORM

Instructions:

- 1) Complete all items except where noted. **This form must be completed by the instructor.**
- 2) Duplicate copies for your department and instructor after the department chair has signed.
- 3) Completed form should be mailed or personally delivered to the Kekaulike Information & Service Center (KISC) in 'Ilima 102. Forms will not be accepted from students.

Note: A retroactive change grade is a change in an officially recorded grade. Except to correct clerical errors, a retroactive grade change is an extraordinary and exceptional action, granted only in the most compelling circumstances. Request for changes will only be considered **within one year** of the ending of the class for which the change is requested.

Semester: Fall __ __ Spring __ __ Summer __ __

UH ID Number	Last Name		First Name			Middle Initial
Course Alpha	Course No.	Course Code (CRN)	Credit Hours	Grade From	Grade To	

Reason for Grade Change (check one):

Administrative Change due to: _____

Late Withdrawal Approved due to: _____

Incomplete Make-up Grade Late Grade Submission Instructor Correction

Entry Error Substitute Grade

Instructor's Signature _____

Print Instructor's Name _____ Date _____

Dept. Chair's Signature _____

Print Dept. Chair's Name _____ Date _____

SECTION BELOW FOR KISC USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> UH Number: _____ | <input type="checkbox"/> Processed By/Date: _____ |
| <input type="checkbox"/> Banner Term: _____ | <input type="checkbox"/> GPA Recalculated By: _____ |
| | <input type="checkbox"/> Academic Standing Updated By: _____ |