



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. If the student earned a failing grade (i.e. F, NC, NP, IF, INC, or INP) in your class, please notate their last date of attendance for financial aid and veteran affairs attendance policy purposes.
4. Completed form must be personally delivered or mailed 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 Number	Last Name	First Name	M.I
Course Alpha	Course No.	Course Code (CRN)	Credit Hours
Grade From	Grade To	Last Date of Attendance	

Reason for Grade Change (check one):

- Administrative Change due to: _____
- Late Withdrawal due to: _____
- Incomplete Make-Up Grade Late Grade Submission Substitute Grade
- Instructor Correction Entry Error

Instructor's Signature _____

Print Instructor's Name _____ Date _____

Dept. Chair's Signature _____

Print Dept. Chair's Name _____ Date _____

Office Use Only

- Processed By/Date _____
- GPA Calculated _____
- Academic Standing Updated _____