

AU REGISTRAR/AWC GRADE CHANGE REQUEST

Grades, either hard copy or electronic, validated by AWC and forwarded to the AU Registrar become a part of the student's academic transcript. **The AU Registrar will change a grade if entered in error when, and only when, the following procedure is complete.** Once all appropriate signatures are accomplished, the AU Registrar makes the change, informs AWC and the student the change has been made, and maintains this form in Student Records files.

Student's Name: _____

Student's SSN/Student ID: _____

Course Number and Title: _____

Course Grade Originally Submitted: _____

Changed Course Grade: _____

Instructor Name: _____

Instructor Signature: _____ *Date:* _____

Dept Chair Name: _____

Dept Chair Signature: _____ *Date:* _____

Academic Dean Name: _____

Academic Dean's Signature: _____ *Date:* _____

AWC Office of Evaluation Initial/Date and forward to AU Registrar: _____

AU Registrar Name: **Dr. Irene Pearson-Morrow**

AU Registrar Signature: _____ *Date:* _____

Forwarding address (if transcript is not picked up locally before PCS)

