SLCC
SOUTH LOUISIANA COMMUNITY COLLEGE

Grade or Participation Change Request Form

Student Name _____ Student ID# (LoLA): _____

Date of Birth _____ Campus/Site _____ Is Student a Graduate? _____

Semester grades other than "I" grades are considered final. Once a final grade has been submitted, it may be changed only if the instructor determines that an error was made in entering or computing the grade or the student successfully appeals the grade.

A ***Grade Change Request*** must be submitted within one calendar year of the date the original grade was issued, with few exceptions.

A ***Participation Reporting Change*** must be submitted within 24 hours of the reporting deadline.

Justification for Grade Change	**Justification for Participation Change**
____ **Removal of Incomplete ("I")**	____ **Data Entry**
____ **Data Entry Error**	____ **Late submission**
____ **Computational Error**	____ **Other (please specify):**
____ **Late submission of semester grade**	
____ **Other (please specify)**	

Change

Semester/Year Course Taken _____ CRN# _____

Course Name/Course Number _____ Course Title _____

Change FROM_____ TO _____

FINAL grade changed to an "F" provide the last date of attendance _____

Required Signatures *Approved:*

_____ _____ _____ _____
Instructor Date Dean or Department Chair Date

_____ _____
Financial Aid (if participation reporting changed) Date

_____ _____
Student Accounts (if participation reporting changed) Date

Received and Processed:

_____ _____
Registrar's Office Date