

NEW COLLEGE OF CALIFORNIA-TEACH OUT 2008

777 Valencia Street, San Francisco, Ca. 94110: FAX (415) 626-5174

REQUEST FOR CHANGE OF LETTER GRADE ON TRANSCRIPT

Faculty Members: Please type or print in ink the following information and submit to CAO Office by or well before May 30th, 2008 in order to facilitate processing before the end of the Teach Out period.

Semester in which student was enrolled in course: _____

Course Number and Title of Course as now on transcript: _____

Student's name _____

Student's ID number: _____

Name of Faculty Member responsible for course: _____

E-mail address of Faculty Member responsible for course: _____

Grade changes on student transcripts, other than those changes due to error of grade submission or entry, are approved only for unusual circumstances. Grades may not be retroactively reassigned due to submission of late work. Grades on student transcripts may only be altered by the Registrar and only with prior approval of the Chief Academic Officer.

Please provide explanation and documentation for requested change of grade on this student's transcript (use additional sheets if necessary):

Instructor Request:

Please change the student's grade from ____ to ____.

Signature of Instructor _____ Date of request _____

CAO Review:

Approved

Returned to Instructor for more information

Denied

Signature of CAO _____ Date of Decision _____

Registrar's Action:

Completed request received: date _____

Request returned for completion: date _____

 Grade changed on transcript: date _____

Instructor notified by e-mail: date _____

Signature of Registrar _____ Date of Completion _____