

PRATT INSTITUTE  
BROOKLYN, NEW YORK 11205

# CHANGE OF GRADE NOTICE

REGULATIONS: DEAN OR CHAIRPERSON ONLY MUST MAIL CHANGE OF GRADE NOTICE TO OFFICE OF ACADEMIC RECORDS. THIS NOTICE IS OFFICIAL ONLY AFTER IT IS RECORDED IN THE OFFICE OF ACADEMIC RECORDS. ANY NOTICE CHANGING AN INITIAL GRADE AND RECEIVED AFTER THE LAST DAY OF THE TERM FOLLOWING THE ONE IN WHICH THE GRADE WAS GIVEN IS SUBJECT TO A LATE CHANGE FEE.

PRESS FIRMLY: PRINT CLEARLY

SOCIAL SECURITY OR I.D. NUMBER	School/Curriculum Code	STUDENT: PLEASE FILL OUT ALL INFORMATION ACCURATELY. NOTICE WILL NOT BE ACCEPTED IF THERE IS A DISCREPANCY.	
NAME - LAST, FIRST, MIDDLE			COURSE PREFIX/NO. _____
MAILING ADDRESS - STREET ADDRESS			COURSE TITLE: _____
CITY, STATE, ZIP			INSTRUCTOR _____
			TAKEN: FALL 20 _____ SPRING 20 _____ MAY TERM 20 _____ SUMMER 20 _____

INSTRUCTOR: CHANGE THE GRADE FOR THE COURSE INDICATED ABOVE

FROM  TO

REASON \_\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE DATE

CHAIRPERSON/DEAN: I FIND THIS CHANGE OF GRADE NOTICE TO BE CONSISTENT WITH INSTITUTE REGULATIONS.

\_\_\_\_\_  
CHAIRPERSON/DEAN DATE

\_\_\_\_\_  
ACADEMIC RECORDS DATE

COPIES TO DEAN, ACADEMIC RECORDS, STUDENT, DEPARTMENT