



**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**

**REQUEST FOR GRADE CHANGE**

Instructions to Student: Take this form to your instructor(s) first, then to the Department Director, then to the Dean (Academic or Vo-Tech), for their signatures. The Dean will return the form to the Registrar for final grade change.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
NWCC Student ID Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Reference and Course Number

\_\_\_\_\_  
Course Hours

\_\_\_\_\_  
Grade Recorded

\_\_\_\_\_  
New Grade to be Recorded

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Date of Grade Change

Reason for instructor making a change of grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature & Date

\_\_\_\_\_  
Division Director's Signature & Date

\_\_\_\_\_  
Dean's Signature & Date

\_\_\_\_\_  
Registrar's Signature & Date