



Richard Bland College
of WILLIAM & MARY

Records & Registration Office

Richard Bland College of William & Mary

11301 Johnson Road, S. Prince George, VA 23805

804-862-6238 FAX – 804-862-6189

Instructor's Grade Change

This form is for the exclusive use of the Richard Bland College faculty.

Instructor must personally submit this form directly to the Director of Academics. Alternate delivery methods must be cleared with the Director of Academics prior to submission.

Print Student's Name _____ Semester/Term _____ 20____
(Last) (First) (M. I.)

Student's "R" Number _____

_____ Change grade from _____ to _____
Course Name Number & Section CRN

Reason for Grade Change _____

Instructor's Printed Name _____

Instructor's Approval _____ Date _____

Director of Academics' Approval _____ Date _____

Completed by Records & Registration Office _____ Date _____

Copies: Instructor
Student