

For undergraduate courses, return completed forms to [sliang@ou.edu](mailto:sliang@ou.edu). For graduate courses, return completed forms to [gradmusic@ou.edu](mailto:gradmusic@ou.edu).

## FACULTY REQUEST FOR GRADE CHANGE—THE UNIVERSITY OF OKLAHOMA

Press Hard — Use Ball Point Pen or Typewriter.

OU-772-F

DATE:

STUDENT'S LAST NAME, FIRST, MIDDLE, FORMER

ID # OR SOONER ID

DEPARTMENT

COURSE NO.

SECTION #

SEMESTER TAKEN

HOURS

ORIGINAL GRADE

NEW GRADE

REASON:

INSTRUCTOR'S SIGNATURE

DEPARTMENT CHAIRPERSON'S SIGNATURE

### INSTRUCTIONS FOR FILING:

**Faculty** This request must be initiated by the faculty member teaching the course and all copies of the form submitted to the department chairperson for review.

**Department** If the department concurs with the request, it must be signed by the department chairperson. Keep goldenrod copy for your records and forward the other 3 copies to the Office of Admissions and Records.

FOR ACADEMIC RECORDS USE ONLY

COLLEGE \_\_\_\_\_ MAJOR \_\_\_\_\_ PROCESSED BY ACADEMIC RECORDS ☐ \_\_\_\_\_

ADMISSIONS AND RECORDS -- WHITE COPY

DEAN -- CANARY

ADVISOR -- PINK

INSTRUCTOR -- GOLDENROD