

Pratt Institute
CHANGE OF GRADE NOTICE

Instructor: Please fill out all information accurately and submit to the Chair of your department. If the Chairperson is unavailable, the Dean of your school may sign this form. Only the Dean or Chairperson may submit this notice to the Office of the Registrar. This notice is official only after it is recorded in the Office of the Registrar. Electronic signatures will not be accepted.

STUDENT INFORMATION		COURSE INFORMATION	
Pratt ID #		Course Code (DEPT-NUMBER-SECTION)	
First Name		Course Title	
Last Name		Instructor	
Major		Semester Taken	
CHANGE OF GRADE FOR THE COURSE INDICATED ABOVE			
From:	To:	Instructor's Signature:	Date:
Reason:			
Dean/Chairperson: "I find this change of grade notice to be consistent with Institute regulations."			
Dean/Chairperson's Signature:	Date:	Registrar Official:	Date: