

Date: _____

**Office Of The Registrar
Montana State University**

<i>For Registrar's Use Only</i>	
PR	
ISTAT	
Core	
Roll	
FASL	

Student's Full Name

Banner Identification

1. GRADE CHANGE

According to the university catalog: "Once a grade has been reported by the instructor to the Registrar, it cannot be changed except in case of error...in no case may a grade be lowered, once it has been reported to the Registrar."

An incorrect grade and/or credits was assigned to the above-named student.

Please change this grade and/or credits for _____ term, 20_____.

_____	_____	_____	_____	_____	_____	to	_____	_____
<i>Dept</i>	<i>Num</i>	<i>Subject</i>	<i>Sec</i>	<i>Cr</i>	<i>Grade</i>		<i>Cr</i>	<i>Grade</i>

The reason for this requested change is _____

2. "I" GRADE MAKE-UP

The above-named student has made up an "I" grade earned _____ term, 20_____, in

_____	_____	_____	_____	_____	_____
<i>Dept</i>	<i>Num</i>	<i>Subject</i>	<i>Sec</i>	<i>Cr</i>	<i>Make-Up Grade</i>

3. MISSING GRADE

Missing grade reported for the above-named student _____ term, 20_____ is herewith submitted.

_____	_____	_____	_____	_____	_____
<i>Dept</i>	<i>Num</i>	<i>Subject</i>	<i>Sec</i>	<i>Cr</i>	<i>Grade</i>

If grade being changed was given more than one academic year ago, college dean must approve.

College Dean

Instructor

Department Head