91-1001 Farrington Highway
Kapolei, HI 96707
Phone: (808) 689-2900
Toll-free (866) 299-8656
Fax: (808) 689-2901
Email: uhwo.info@hawaii.edu

University of Hawai‘i-West O‘ahu

CHANGE OF GRADE FORM

Instructors who would like to make an official grade change for a student after the grading deadline must complete the Change of Grade Form; grade submissions on MyUH or Laulima after the grading deadline will not be considered an official grade change with the University.

The completed form should be submitted to the Office of the Registrar by mail, fax, or in-person at the Campus Center, C-141. Incomplete forms will not be processed and returned to the instructor.

Grade changes will be processed within 5 business days and the student will be notified via their UH email account.

Student's Name: _____ **UH ID**: ___ ___ ___ ___ - ___ ___ ___ ___
Last **First**

CRN	COURSE ALPHA / NUMBER	COURSE TITLE	# OF CREDITS

Grade Change from _____ to _____ **Term:** Fall: 20____ Spring 20____ Summer 20____

Please explain the reason for the grade change: _____

_____

_____

_____
Instructor's Name (*Print*)

_____ _____
Instructor's Signature **Date**

Office Use Only

ATTEMPTED	PASS	EARNED	GPA HOURS	QUALITY POINTS	GPA

Date Form Received by the Office of the Registrar: _____ / _____ / _____

_____ _____
Registrar's Signature Date Processed

11.12