



OFFICE OF THE REGISTRAR
 BYU-HAWAII #1974
 55-220 KULANUI ST
 LAIE, HAWAII 96762-1294
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GRADE CHANGE AUTHORIZATION FORM

STUDENT BYUH ID:					
STUDENT NAME:					
INSTRUCTOR:					
DEPARTMENT:					
TERM:	FALL	WINTER	SPRING	YEAR:	

Instructions:

- 1 Complete student name, BYUH ID, signature and date.
- 2 Complete ALL course and grade information.
- 3 Acquire all required signatures. Vice President's approval is required after one (1) year has elapsed from the time of filing the final grade.
- 4 Take completed form to the Registrar's Office, ADM Bldg. Room #100. Form must be submitted by the Department or Instructor.

COURSE AND GRADE INFORMATION					
COURSE SUBJECT	COURSE NUMBER	SECTION	CLASS NUMBER	ORIGINAL GRADE	NEW GRADE

REASON FOR CHANGE		
INSTRUCTOR'S ERROR	COMPLETED (I/T GRADE)	OTHER(SPECIFY BELOW)

OFFICE USE
REVISED GPA

For Office Use Only:

_____ <i>Instructor (Required)</i>	_____ <i>Date</i>
_____ <i>Department Chair/Dean (Required)</i>	_____ <i>Date</i>
_____ <i>*Vice President (Required if 1 yr. has elapsed)</i>	_____ <i>Date</i>