VIRGINIA TECH WAKE FOREST UNIVERSITY
School of **Biomedical Engineering and Sciences**

Graduate Office Form
SBES Grade Change Request Form

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To the Faculty:

If you wish to change a student's grade, please fill out the information below (through the "instructor signature" line) and submit it to the Graduate Coordinator who will obtain department head approval and submit it electronically to the Registrar's office. If you have any questions about the form, please contact Tess Sentelle in Whittemore 274 (**tsentell@vt.edu**; 231-8532).

CHANGE OF GRADE

Student No.			Name	Level	Curriculum	Dept.	Course #	CRN #	Hrs	Option

REASON FOR CHANGE:

THE UNIVERSITY REGISTRAR IS AUTHORIZED TO CHANGE

The Grade of _____ to the Grade of _____

For the _____Semester 20_____

Instructor _____ _____20_____
Signed date

Approved:

Head of Depart._____ _____20_____
Signed

9/2/2005