



CMI

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
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Change of Grade Form

To be completed by the Instructor of record for the course.

Student Number:

Student Name (First Middle Last):

Course Alpha Code:

Course Title:

Year Taken:

Semester: ☐ Fall ☐ Spring ☐ Summer

Note: grades cannot be changed if more than one (1) calendar year has passed.

Grade Previously Recorded:

Corrected Grade:

Reason for change (attach additional pages if necessary):

Note: grades should only be changed after final grades are submitted if the original grades were in error or against course policy. To resolve an incomplete grade, use the Resolution of Incomplete Work Form.

Faculty Name:

Signature:

Date:

Name of Approving Dean:

Signature:

Date:

To be completed by registrar:

Date recorded:

Registrar name:

Registrar Signature:

This form is to be kept in the student's file.

Form revised in 2022.