



MILES LAW SCHOOL

PO Box 39150 | BIRMINGHAM, AL 35208

205.923.7739 (OFFICE) | 205.923.7749 (FAX)

OFFICIAL GRADE CHANGE FORM

TO THE INSTRUCTOR: TO CHANGE A STUDENT'S GRADE, PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE REGISTRAR'S OFFICE. THIS FORM CAN BE SUBMITTED BY FAX AT 205.923.7749. HOWEVER, THE ORIGINAL FORM MUST ALSO BE SUBMITTED TO THE ADDRESS LISTED ABOVE. PLEASE RETAIN A COPY OF THE COMPLETED FORM FOR YOUR RECORDS.

STUDENT NAME: _____
LAST FIRST MIDDLE INITIAL

SEMESTER FOR WHICH THE GRADE WAS ORIGINALLY ISSUED: _____

SCHOOL YEAR: _____ FALL _____ SPRING _____ SUMMER _____

GRADE CHANGED FROM A/AN _____ TO A/AN _____

PROFESSOR NAME: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

PROFESSOR SIGNATURE:

DATE:

REGISTRAR SIGNATURE:

DATE: