



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)683-1212, Fax: (714)683-1205

Request for Grade Change Form

This form must be filed within two weeks of the grade received from professor to Academic Office.
(성적정정신청은 반드시 교무처장에게 성적을 받은 후 2주안에 접수해야 합니다.)

Name (이름/영문)	Student ID (학번)	Date of Birth (생년월일)
Current Address (현주소)		
Email Address (이메일 주소)	Phone Number (전화번호)	Major (전공)
Course Code and Title		Professor

Please explain why you believe you have received an improper grade: 왜 잘못된 성적이 주어졌다고 생각되는지 이유를 설명하십시오.

Before filing a grade dispute, I have discussed with professor to verify grade and attempted to clear up any misunderstandings and/or disagreements. (성적 정정을 신청하기 전 먼저 이 성적을 준 교수와 만나 성적에 대해 상의하고 오해 또는 실수가 있었는지를 확인하였습니다.)

Student Signature (서명) **Date (날짜)**

TO BE FILLED OUT BY UNIVERSITY OFFICIALS	
___ Not Approved	___ Approved Grade Change from ___ to ___
Reason for Change:	
___ Grade book calculations were incorrect. Corrections resulted in the grade change listed above.	
___ Coursework submitted electronically was not received. Re-submission resulted in the grade change listed above.	
___ Other (explain): _____	

_____	_____
Professor's Name and Signature	Date
_____	_____
Chair of Department's Name and Signature	Date
_____	_____
Chief Academic Officer's Name and Signature	Date