



# Fayetteville Technical Community College

## GRADE CHANGE REQUEST FORM

ALL INFORMATION MUST BE PROVIDED

Student Name \_\_\_\_\_ / \_\_\_\_\_ M  
Last First

Student ID No \_\_\_\_\_

Semester (yyyy/ sem.) 2015/FALL

### COURSE

Prefix	Number	Section	Grade	Last Day of Attendance
EMS	260	0001	B	12/8/15

Instructor's Name (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 1/29/16

Division Chair's Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ FEB 02 2016 Date: \_\_\_\_\_

Dean's Name (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The Division Chair's and Dean's approval is required if an instructor is requesting to change a grade to a withdrawal grade (W) or if the change is more than one term prior to the submission term (i.e. FA07 grade change submitted in SU08).

# Fayetteville Technical Community College

## WITHDRAWAL FORM

THIS PORTION TO BE USED ONLY IN CONJUNCTION WITH THE ABOVE GRADE CHANGE REQUEST

Date of Change: \_\_\_\_\_ Semester: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
LAST FIRST MI

Student's ID #: \_\_\_\_\_ Major: \_\_\_\_\_ eArmyU/CTAM

Course Prefix	Course Number	Course Section	Credit	Instructor's Name	Last Attendance Month	Last Attendance Day	Last Attendance Year	Withdrawal Grade

Instructor's Email: \_\_\_\_\_