



**SECTION 2**

*For use when student completes all course requirements (as required in Section 1) by the last day of the next semester (Fall, Spring, or Summer) immediately following the initial course attempt.*

1. Please list the requirements the student has completed to date:

2. Please indicate the grade to be placed on the student’s transcript:

INSTRUCTOR’S SIGNATURE/DATE

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**SECTION 3**

*For use when student DOES NOT complete all course requirements as listed in Section 1 by the last day of the next semester (Fall, Spring, or Summer) immediately following the initial course attempt.*

1. Please list the requirements the student has failed to complete:

INSTRUCTOR’S SIGNATURE/DATE

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<i>For Office of the Registrar/Financial Aid Officer Use ONLY</i>	
Date Grade Change Completed:	