



COLLEGE OF MICRONESIA - FSM

Office of Admissions, Records and Retention

www.comfsm.fm

Accredited by the Western Association of Schools and Colleges (WASC)

NATIONAL CAMPUS

P.O. Box 159
Palikir, Pohnpei, FSM 96941
Phone: (691) 320-2480

Career & Technical Educ. Center

P.O. Box 614
Kolonia, Pohnpei, FSM 96941
Phone: (691) 320-3795

CHUUK CAMPUS

P.O. Box 879
Weno, Chuuk, FSM 96942
Phone: (691) 330-2689

KOSRAE CAMPUS

P.O. Box 37
Tofof, Kosrae, FSM 96944
Phone: (691) 370-3191

YAP CAMPUS

P.O. Box 286
Colonia, Yap, FSM 96943
Phone: (691) 350-2296

FSM FMI

P.O. Box 1056
Colonia, Yap, FSM 96943
Phone: (691) 350-5244

GRADE CHANGE FORM

Spring Summer Fall

Year

Name (Last Name, First Name, Middle Initial)

Campus or Site

Date

COURSE INFORMATION

Course No.	Course Title	Section No.	Instructor	Original Grade	New Grade

REASON FOR REQUEST TO CHANGE GRADE

- Removal of "incomplete" (Student has completed the course within the stipulated time).
- Correction of error in assigning original grade. PLEASE SPECIFY IN DETAIL on the space provided below.
(All grades are final and may not be allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade.)

Instructor Signature

_____ Date

NOTE:

All items must be completed. This form is an official record and will be filed as a supplement to a student's Final Grade on file at the Office of Admissions, Records and Retention.

FOR OFFICE OF ADMISSIONS, RECORDS & RETENTION USE ONLY

Processed By:

Date Recorded:

CC Copy

- Financial Aid Office
- Academic Advisor
- Student's File