



# NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar  
300 Jay Street, Brooklyn, NY 11201  
Telephone (718) 260-5800

## GRADE UPDATE SHEET

Instructions: Enter student name, EmpID, major/curriculum, course code, section number, term, original grade, new grade, and reason.

Last Name: _____	First Name: _____	Major: _____
EMPLID: _____	Course Code: _____	Section #: _____
Semester: _____	Old Grade: <input type="text"/>	New Grade: <input type="text"/>

Reason for Change:

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Instructor Name: _____ <small>(PLEASE PRINT)</small>	Date: _____
Instructor Signature: _____	Date: _____
Department Chair Signature: _____	Date: _____
School Dean Signature: _____	Date: _____

**NO ENTRY BELOW THIS LINE  
REGISTRAR USE ONLY**

Action Taken: Deleted  Added  Changed

Completed By: \_\_\_\_\_

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

