



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:

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: _____

