THE UNIVERSITY OF ARIZONA

# Change of Grade for Graduate K Grades

## (course in progress)

K grade for 900 through 925 house numbered courses and graduate level English writing project courses (e.g. ENGL 501, 604, & 609): the grade of K is awarded by the instructor for each term when the course continues for longer than one term. Once the course is completed the K grades are replaced with permanent non-K grades appropriate to the grading scheme for the course.

***This is a controlled form to be filled out by the instructor and turned in to the Graduate College Degree Certification Office, Administration, Room 316, PO Box 210066, Tucson, AZ 85721***

## TO BE FILLED OUT BY THE INSTRUCTOR

| STUDENT'S LAST NAME | STUDENT'S FIRST NAME | MID. INITIAL |
|---|---|---|
| | | |

| STUDENT IDENTIFICATION NUMBER |
|---|
| |

| COURSE SUBJECT | COURSE NUMBER | FINAL GRADE |
|---|---|---|
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| INSTRUCTOR'S PRINTED NAME | CONTACT (EMAIL OR PHONE) |
|---|---|
| | |

| INSTRUCTOR'S SIGNATURE | DATE |
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## TO BE FILLED OUT BY GRADUATE COLLEGE STAFF

| TERM | SECTION # | UNITS |
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***For Degree Certification Office Use Only***

| DGCK TERM | TOTAL UNITS | PROCESSED BY | DATE |
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Rev 3/22/12