

U N I V E R S I T Y of H O U S T O N

ACADEMIC RECORD COURSE ADJUSTMENT

(FOR A PRIOR SEMESTER)

AREA A: Student information (Please type or print).

Student ID Number (PS ID)

Year/semester (yyyy) Course Taken

Last Name

First Name

Middle Name

Student's Current Major College

Current Major Department

AREA B: Indicate Type and Adjustment.

Add Course

Subject and Catalog#

Class#

Grade

Effective Date

Grade Change

Subject and Catalog#

Class#

New Grade

Original Grade

Reinstate/Drop Date

Credit Level

Subject and Catalog#

Class#

From CR LVL

TO CR LVL

Justification for this adjustment: _____

AREA C: Signatures Required

Print Instructor's Name

Instructor's Signature

Date

Print Chairman's Name

Chairman's Signature

Date

Print Dean's Name

Dean's Signature

Date



This form must be hand carried by the faculty or university staff to the Dean's Office or Academic Advising Center after the signatures of the instructor, department chairperson and college deans are acquired. Questions regarding this form should be directed to the Office of the Dean or Registration and Academic Records.