



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Office of the Registrar

Instructions for Completing Grade Change Form

Fill out requested information on form, and e-mail your school contact person.

SOAHS: Lindsay.Johnson@ttuhsc.edu
SON: Melinda.Mitchell@ttuhsc.edu
Cynthia.Oneal@ttuhsc.edu
Barbara.Cherry@ttuhsc.edu
Emily.Merrill@ttuhsc.edu
SOM: Simon.Williams@ttuhsc.edu
Lauren.Cobbs@ttuhsc.edu
GSBS: Pamela.Johnson@ttuhsc.edu
SOP: Summer.Balcer@ttuhsc.edu
PLF: Kathryn.Horn@ttuhsc.edu

The school's contact person will forward the completed form to the registrar's office.

SOAHS: Donna.L.Davis@ttuhsc.edu
SON: Yolanda.Camunes@ttuhsc.edu
SOM: Julie.Whitebread@ttuhsc.edu
GSBS: Traci.Gonzalez@ttuhsc.edu
SOP: Traci.Gonzalez@ttuhsc.edu
PLF: Julie.Whitebread@ttuhsc.edu

The electronic signature will be valid only if emailed from your TTUHSC account. Your forwarded email will be your electronic signature.

School Contact Personnel: After approval, please make sure you are forwarding the same email that was sent to you by the faculty member so the email history is part of the document.

Once receiving the grade change form, the registrar's office will scan and index the email, make the grade change, and will email all individuals in the email trail that the grade change has been made.



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Grade Change Form

Student Name _____ TechID: R _____
Last First MI

Term Originally Registered _____ Original Grade _____

Course Title _____

Course CRN _____ Course Prefix, No., & Section _____

Date of New Grade _____ New Grade _____

Remarks _____

ALL ELECTRONIC SIGNATURES ARE REQUIRED FOR THIS CHANGE TO BE VALID

Instructor Signature _____ Date _____

School Official Signature _____ Date _____

Registrar Signature _____ Date _____