Cal State Channel Islands
Registrar's Office

Registrar's Office
First Floor Marin Hall
One University Drive
Camarillo, CA 93012
(805) 437-8500

Grade Change Form

INTERNAL FORM – DO NOT GIVE THIS FORM TO THE STUDENT.

Preferred Submission: Submit this form through Adobe Sign whenever possible.

Alternatives: Email the completed form from the instructor's campus email address to registrar@csuci.edu, or deliver it to the Registrar's Office in a sealed envelope signed across the flap.

Required: Complete the entire form. If the instructor is unavailable, the Program Chair may sign.

STUDENT INFORMATION

Student Name

Student ID Number

COURSE INFORMATION

Term Original Grade Assigned

○ Fall ○ Spring ○ Summer

Year

Department and Course Number
Example: PSY 100

Section and Class Number
Example: 01-1234

Original Grade

Revised Grade

INSTRUCTOR / PROGRAM CHAIR AUTHORIZATION

Name (Print)

Role

○ Instructor ○ Program Chair

Signature

Date

REGISTRAR'S OFFICE USE ONLY

Change in Academic Standing? ○ Yes ○ No

If yes, standing after grade change

Notes (Optional)

Processed By – Initials and Date

Student Notification Sent – Initials and Date

Revised 9/9/2026