

Lab Grade Substitution Form

Instructions: Complete entire form. Turn form in to Executive Aide via mail drop box in the door of the Chemistry office. Executive Aide will contact you when this request has been approved and a copy of the approved form is ready to be picked up.

This is to request permission from the Chemistry Department to use my previous lab grade in CHEM _____ Section _____, taken in the (Spring, Fall, Summer of _____ [year]), to be averaged into my overall grade for this semester. My lab average grade was _____, and my instructor was _____. I am currently enrolled in CHEM (lecture) _____ Section _____, instructor _____ and CHEM (lab) _____ Section _____, instructor _____.

Signature

E Number

Printed Name

Date

Approved By