

## **Community College of Rhode Island**

### **Records Department**

Grade changes are to be submitted by the faculty from their CCRI e-mail accounts as follows:

Send one email per student to: [records@ccri.edu](mailto:records@ccri.edu)  
*(this allows the information to be imaged to the student record)*

Include the following:

Student Name and ID#

Subject, course and CRN

Term

Old grade

New grade