Grade Change Form

Instructors should complete and submit this form to the Registrar's Office to request a change of grade. The form may be utilized to address two distinct grade change situations:

- (1) Change a grade submitted in error by the instructor electronically for the most recent semester. This form will not be accepted by the Registrar's Office once the next full-term semester begins.
- (2) Change an "Incomplete Grade" to a final letter grade.

Student's Full Name:		
Student's ID# (774 or last four digits of social security #):		
Semester/Year Course Taken:		
CRN#:		
Course/Course#:		
Course Title:		
Letter Grade t	to be Assigned: From	To
Justification for grade change request:		
	Data Entry Error	
	Computational Error	
	"Incomplete Grade" Requirements Completed	
	Other (please specify)	
	ission: nail address/phone extension:	
Registrar's Approval/Completion Date:		