

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 to be Assigned:

_____ *From*

_____ *To*

Justification for grade change request:

- _____ Data Entry Error
- _____ Computational Error
- _____ "Incomplete Grade" Requirements Completed
- _____ Other (please specify)

Instructor's Name:

Date of Submission:

Instructor's email address/phone extension:

Registrar's Approval/Completion Date: