

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 three distinct grade change situations:

- (1) Change a grade submitted in error by the instructor electronically for the most recent semester. Once the next full-term semester has started, the form must have the signature of the Department Chair and the Provost and Vice President for Academic Affairs prior to submission to the Registrar's Office.
- (2) Change an "Incomplete Grade - I" to a final letter grade.
- (3) Change "No Grade Submitted - NG" to a letter grade.

Student's Full Name:

Student's ID# (774-XX-XXXX):

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:

Signature: Department Chair

Signature: Provost and Vice President for Academic Affairs

Date