

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.
- (2) Change an "Incomplete Grade - I" to a final letter grade.
- (3) Change "No Grade Submitted - NG" to a letter grade.

NOTE: This form requires signatures of the Instructor, Department Chair, College Dean, and the Provost and Vice President for Academic Affairs, prior to submission to the Registrar's Office for processing.

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: _____

Instructor's Email Address _____

Instructor's Signature: _____ Date _____

Department Chair's Signature: _____ Date _____

College Dean's Signature: _____ Date _____

Provost and Vice President for Academic Affairs Signature: _____ Date _____