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_____