



Change of Grade

Name _____

Student ID # _____

Course Number _____ Course Title _____ Term/Year _____

ORIGINAL GRADE _____ NEW GRADE _____

REASON FOR CHANGE OF GRADE _____

Instructor, please note the following Grade Change Policy:

Once a semester is over, a grade may not be changed because a student submits additional work or submits work that was due during the semester. A grade change should occur only under one of the following three conditions:

1. To convert an incomplete (I) to a letter grade. The required change of grade form, available in the office of the registrar, must be completed by the instructor according to the date listed in the semester course schedule. (*See incomplete above.*)
2. To convert a deferred grade (X) to a letter grade. The required change of grade form, available in the office of the registrar, must be completed by the instructor as soon as possible, generally within one week after grades are due. (*See deferred grade above.*)
3. To correct an incorrect grade awarded due to an instructor's calculation or recording error. The required change of grade form, available in the office of the registrar, must be completed by the instructor by the end of first two weeks of the following semester.

Instructor Signature

Date

Chair Signature

Date

FOR REGISTRAR'S OFFICE USE:

Updated Student Record: _____

Date: _____