OFFICE OF THE PROVOST
AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Grade Change Form

In changing an "Incomplete" grade or another grade to a higher or lower grade, please complete this form and return it to the Office of the Provost and Vice Chancellor for Academic Affairs.

I submitted a Final Grade Report for _____
Student Name and Banner ID#

Student Classification: Fr ☐ Soph ☐ Jr ☐ Sr ☐ Graduating Sr ☐

_____
Course Title Semester Year

I recorded a grade of _____and want to change this grade to_____ ***(last date of attendance)***

_____ for the reason stated below:

_____

_____

_____

Policy 300.1.7 (iv) - <u>Change of Grade</u>: Any request for grade changes must be done within one academic calendar year from the date on which the initial grade was submitted to the Office of the Registrar.
Policy 300.1.7 (v) – A change of grade other than an "I" or "IP" grade will not be approved during the last two semesters of the student's enrollment before graduation. Exceptions to this policy will be made ONLY with the approval of the Academic Standards and Credits Committee. This policy also applies to "Repetition of Course Work".

_____ _____
Instructor's Signature Date

_____ _____
Instructor's Departmental Chairperson Date

APPROVED BY: _____ _____
Provost/Vice Chancellor for Academic Affairs or Designee Date

Revised: 05/20/15