



GRADE CHANGE

Division of Academic Affairs

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 for _____

Student Name and Banner ID

Student Classification: Freshman _____ Sophomore _____ Junior _____ Senior _____

Course Title	Semester	Year
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I recorded a grade of _____ and want to change this grade to _____ (*last date of attendance*) _____ for the reason stated: _____

Policy 300.1.7 (iv) - Change of Grade: 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 “T” 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: _____

Department Chairperson: _____

Date: _____

Dean’s Signature: _____

Date: _____

Provost/Vice Chancellor for Academic Affairs

Date: _____