



ELIZABETH CITY STATE UNIVERSITY
Elizabeth City, North Carolina

OFFICE OF THE PROVOST
AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Graduate Student 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#

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:

Three horizontal lines for providing reasons for the grade change.

ECSU Graduate Catalog-2012-14, Page 18 Grades: "All grade changes must be submitted and processed during the first 10 days of classes of the following semester. Any changes after the first 10 days of the following semester will not be included in the SAP calculation."

Instructor's Signature

Date

Instructor's Departmental Chairperson

Date

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

Date

