

# Official Grade Change

- Use this form to:
  - Change previously submitted final grades to the appropriate grade when an error was made in the initial grade submission.
  - Record grade change from an “I” to the appropriate grade (A, B, C, D, or F) after the Incomplete grade assignment is resolved timely (within the academic year after initial assignment). **It is very important that the approved Grade Change form be received in the Registrar’s Office before the final grade entry deadline.** Otherwise, the I grade will be processed as an F.
- If assigning a “W” after mid-term during the **current term**, do NOT use this form. Use the Assignment of “W” After Mid-Term form **which must be received in the Registrar’s Office before the final grade entry deadline.**
- Route for approval signatures before submitting to the Registrar’s Office.

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Course Name and Number \_\_\_\_\_

CRN \_\_\_\_\_ Term and Year Taken \_\_\_\_\_

Original Grade Given \_\_\_\_\_ New Grade \_\_\_\_\_

Reason for Change: \_\_\_\_\_ Instructor Correction

\_\_\_\_\_ Incomplete Make-up

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Dept Head \_\_\_\_\_ Date \_\_\_\_\_

School Dean \_\_\_\_\_ Date \_\_\_\_\_

Date received and processed in the Registrar’s Office \_\_\_\_\_