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 Office of the Registrar 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 Office of the Registrar before the final grade entry deadline.
  - Route for approval signatures before submitting to the Office of the Registrar.

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 Office of the Registrar__________

Revised: February 4, 2013