



GRADE CHANGE REQUEST FORM

This form is for FACULTY who are submitting grade changes. Forms submitted by students will not be reviewed without faculty physical signature.

INSTRUCTIONS: Complete the below sections based on Grade Change policy. (Grade changes should only be submitted to correct computational (misinformation, omission of work)/ procedural (clerical) errors or to resolve an Incomplete grade. A grade may not be changed as the result of reexamination of the student or the submission of additional work by the student after the close of the term (unless they have submitted an approved Incomplete request). Grade changes may only be submitted one subsequent semester after the student has completed the course. Forms submitted by students will not be reviewed without faculty physical signatures. Faculty submitted forms may include digital signatures. Students and faculty should be aware that grade changes will result in review of a student's Satisfactory Academic Progress which can result in an escalated status up to Academic Dismissal.

SECTION I: TO BE COMPLETED BY FACULTY/INSTRUCTOR

Student Name:					
Degree Program:					
Course Code/Title:					
Reason for Grade Change (please carefully read instructions above):					
Semester Completed:		Original Grade:		New Grade:	
Faculty/Instructor Approval:				Date:	

SECTION II: TO BE COMPLETED BY REGISTRAR'S OFFICE

FOR OFFICE USE ONLY			
Processes:	<input type="checkbox"/> Grade Posted <input type="checkbox"/> SAP Evaluated <input type="checkbox"/> Student/Faculty Notified		
Completed By:		Date:	