OFFICIAL REPORT OF GRADE CHANGES OR CORRECTIONS

Grades may not be changed later than the last class day in the semester following the term during which the course was taken, except in case of a special appeal to the Academic Council.

After a grade [other than an Incomplete] has been given, it cannot be changed on the basis of additional assignments to be completed after the semester is over.

Please bring this form with you to the Office of the Registrar. Grade changes and corrections for grades other than I, Z or N will not be accepted without the appropriate signature of Department Head or Dean.

Use this form to change or correct a permanent grade [A, B, C, D, F, P, AU, NA, Z, N, I].

STUDENT’S NAME: _________________________________________     ID#______________________

COURSE: _______________________________________________    TERM: _______________________

DEPARTMENT    NUMBER    SECTION

CHANGE GRADE OF __________ TO __________

REASON FOR CHANGE:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

____________________________________________________________     DATE: ____________________
INSTRUCTOR’S SIGNATURE

__________________________________________________________        DATE: _____________________
DEPARTMENT HEAD/SCHOOL DEAN SIGNATURE