



CHANGE OF GRADE FORM

STUDENT INFORMATION			
Student Name:		Date:	
Student A#:		Email:	
COURSE INFORMATION		INSTRUCTOR SECTION	
Course Title _____		Email address _____	
Course No.# _____		Coursework Due Date _____	
Course Reference No.# _____		Date Coursework Received _____	
Term/Year Course Originally Taken:		Grade is for Incomplete <input type="checkbox"/>	
Fall <input type="checkbox"/> Intersession <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		Incomplete Grade Post Conversion <input type="checkbox"/>	
Year _____		Grade Changed from:	
Instructor Name _____		Original Grade _____ to Final Grade _____	
		Reason for Change	
<p>This Change of Grade Form is a legal document and, by way of the same, requests authorization to effect a change to a student's private, academic record. Note: Under new federal law, a digital signature will serve as an original. Be sure to print out the emailed receipt or digitally sign and send it to your chair and dean for their signature. The dean will forward the original to the Office of Academic Affairs. The steps are laid as follows:</p> <p>Step 1: Instructor completes the fillable Grade Change Form; and attach supporting documentation. The Grade book MUST be attached.</p> <p>Step 2: Instructor garners required signatures from chair;</p> <p>Step 3: Dean signs and forwards the Grade Change Form to Academic Affairs for review and further processing;</p> <p>Step 4: Provost reviews, rejects, returns to dean; and once approved will forward to the Office of the Registrar;</p> <p>Step 5: The Office of the Registrar receives the fully executed form and makes the change in BANNER Online Services.</p> <p>Note: Once an "I" (incomplete) grade has been converted to a final grade, your dean must gain prior Provost approval before submitting a change of grade request to change the final grade post conversion.</p>		<p>Required Signatures:</p> <p>_____</p> <p>Instructor Date</p> <p>_____</p> <p>Chair Date</p> <p>_____</p> <p>Dean Date</p> <p>_____</p> <p>Provost Date</p>	