



Change of Final Grade

STUDENT ID: _____

DATE: _____

STUDENT NAME: _____
FIRST

LAST

COURSE NUMBER / SECTION: _____ / _____

NAME OF COURSE: _____

SEMESTER / YEAR COURSE WAS TAKEN: _____ / _____

ORIGINAL GRADE: _____

GRADE CHANGED TO: _____

REASON FOR GRADE CHANGE:

**NOTE: Once the final grade in an academic course is recorded in the Office of the Registrar, it cannot be changed except to correct a documented error made by the instructor or Registrar.*

COURSE INSTRUCTOR (*signature*)

DATE

COURSE INSTRUCTOR NAME (*printed*)

DATE

DEAN (*for the department that runs the course*)

DATE

REGISTRAR (*incompletes ONLY*)

DATE

OFFICE OF THE REGISTRAR USE ONLY

GRADE ENTERED BY: _____

DATE: _____

RECALC: _____

CHANGE OF FINAL GRADE PROCEDURES:

Once the final grade in an academic course is recorded in the Office of the Registrar it cannot be changed except to correct a documented error made by the instructor or the Registrar.

Instructor completes the Change of Final Grade form and processes it as follows:

- A. If the grade change is the final grading of an Incomplete, the instructor forwards the completed form directly to the Office of the Registrar for grade entry.
- B. If the grade change is a letter grade to a letter grade, the instructor forwards the completed form to the Dean for the department that runs the course.
- C. Dean forwards the form to the Office of the Registrar for grade entry.

A changed grade is indicated on the student's academic record with a double asterisk (**) preceding the course title.