



# SRSU RIO GRANDE COLLEGE CHANGE OF GRADE REQUEST

PLEASE PRINT OR TYPE

STUDENT \_\_\_\_\_ A# \_\_\_\_\_  
Last First MI

SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

COURSE: PREFIX: \_\_\_\_\_ NUMBER: \_\_\_\_\_ SECTION \_\_\_\_\_

COURSE TITLE \_\_\_\_\_

Incorrect/Original Grade _____      Correct Grade _____
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JUSTIFICATION:

REQUIRED:

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
DATE

IF REQUIRED

\_\_\_\_\_  
DEAN

\_\_\_\_\_  
DATE

NOTE: This form must be completed, signed, and placed on file with the RGC Admissions and Records Office before any grade change can be made to a student's record. All recommended grade changes require an in-depth description of the circumstances justifying the request. You must have approval of the Dean when the request is dated after the next regular semester from the one in which the grade was originally awarded or if the requested grade is something other than an A, B, C, D, or F.

## Instructions for Completing Change of Grade Request

Please print or type all information. Provide all information requested to insure the correct student's and course record is updated. This form will be imaged for a permanent record.

The following guidelines govern grade changes:

1. Faculty can change a postponed grade "I" to an A, B, C, D, or F. The University does not allow changing the "I" to any other designation without approval of the Dean.
2. All grade changes must have a detailed written justification included with the grade change. This is required to provide documentation of administrative actions in case of legal action and/or the departure of the faculty member.
3. Grade changes submitted after the next regular semester from the one in which you awarded the original grade must include the signature of the Academic Dean.
4. Change of Grade Request forms are accepted directly from the faculty only. The Registrar's Office does not accept forms from students or student assistants.