

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 a grade to any other designation without consultation with your Dean and the Registrar.
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 your 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.