



REQUEST FOR CHANGE OF GRADE

Office of the University Registrar

(To be completed by the Instructor/Professor of record for the class.)

A grade of "I" (Incomplete) may be changed to a letter grade provided the requirements are completed within the contract period.

A grade may be changed from one grade to another only when the instructor/professor has made an error in computing or submitting of the final grade.

Student's ID & Name

Banner ID _____ Last Name _____ First Name _____ MI _____

Semester/Year

Fall 20 _____ Spring / 20 _____ Sum. I / III / 20 _____ Summer II 20 _____
Wintermester Maymester

Course

CRN (5-digit)	Crse Prefix (Ex: ENGL)	Crse No. (Ex: 1301)	Crse Sec (Ex: 101)	Title	Professor/Instructor

Current Grade _____ **New Grade** _____

Reason for change:

X _____
Instructor's/Professor's Signature Date

X _____
Dean's Signature Date

X _____
Dept. Chair's Signature Date

X _____
Graduate School Dean's Signature (if applicable) Date

Note: Do NOT submit form until ALL signatures have been obtained.

<i>For Registrar's Office Use Only</i>			
Grade Changed By: _____	Date: _____	Grade Audited By: _____	Date: _____