

## Request for Grade Change

**Please note:** Faculty legislation allows changing a grade only if there was a miscalculation or an entry error. If you have other reasons for changing a grade, please contact the Registrar or the Dean of Student Academic Services. Remember that after the term has been completed, instructors may not permit students to turn in assigned work, undertake additional work or redo existing work in order to improve a grade. Only students granted incompletes (I) by the Dean of Student Academic Services are permitted to finish assigned work after completion of the term. Final grades for these students are due by the deadline agreed upon by the instructor and the dean. A grade of "F" will be entered when the deadline for the incomplete passes. A grade of "F" will also take the place of all unreported grades (NR) shortly after the term concludes. Such lapsed grades of "F" are considered grades posted by the instructor.

*Grade change requests become part of the official university record.*

Name of student: \_\_\_\_\_

Term of class: \_\_\_\_\_ Year of class: \_\_\_\_\_

Subject/Department of Course: \_\_\_\_\_ Course number: \_\_\_\_\_

Course Title: \_\_\_\_\_

**Previous grade:** \_\_\_\_\_

**New grade:** \_\_\_\_\_

Reason for the change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's name (print): \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit to the faculty member serving as Secretary of the Faculty.