



Official Change of Grade Form

Instructors: This form is used when changing an existing grade for a course.

When completed, please submit this form as follows:

Undergraduate: Return form to **AQU 106** (Registrar's Office)

Graduate: Return form to **Department Coordinator**

A report of all changes will be made to the dean or director.

[Note: Please use the *Assignment/Change of Grade of Incomplete* form to assign a grade for an incomplete notation.]

Student name:	Student ID#:	Mail#:
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Dept. Name	Course #	Section	Course Title	Change grade	
				From	To

Term for which the grade was originally issued:

- | | | | |
|--|--|---------------------------------------|------------|
| <input type="checkbox"/> Fall semester | <input type="checkbox"/> Spring semester | <input type="checkbox"/> January term | Year _____ |
| <input type="checkbox"/> Summer I | <input type="checkbox"/> Summer II | <input type="checkbox"/> Grad summer | |

I herewith certify that this grade change complies with the university policy, as follows:

An instructor may change a grade if there has been an error in the computation, transcription, or reporting of the grade. Changes may not be made on the basis of additional work completed by a student unless all members of the class had the option to submit additional work.

[Exception: An "F" grade which resulted from the lapse of an incomplete may be changed for any reason deemed appropriate by the instructor.]

Signature of instructor:	Printed name of instructor:	Date:
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**The student and instructor will receive an email confirmation when this change is posted.
All academic records will reflect the change at that time.**