

Change of Grade Form

Office of the Registrar

Instructions

This form is to be signed and submitted to the Office of the Registrar by a course director to change or correct a D, F, or INC grade. Changes involving other grades are best made online. Grade changes should be made as soon as sufficient information on the new grade is available. Students may not submit change of grade forms on behalf of faculty.

Grade changes are allowable for both interim and permanent grades.

TO BE SIGNED AND SUBMITTED BY THE COURSE DIRECTOR		
Student Name _____	<input type="checkbox"/> IDS	
Student Class _____	<input type="checkbox"/> DDS	
Quarter and year in which course ended _____		
Subject & course number _____ Course name _____ <i>(i.e. SL 999)</i>		
Previous grade (circle one): INC D F New Grade _____		
Reason for change:		
<input type="checkbox"/> Completed necessary course requirements	<input type="checkbox"/> Re-examination or remediation	Other: _____
<input type="checkbox"/> Competency standards met	<input type="checkbox"/> Late or make-up examination	
<input type="checkbox"/> Instructor or administrative/clerical error	<input type="checkbox"/> Recalculation	
Instructor name (type or print) _____		
Instructor signature _____ <i>(required)</i>	Date _____	