



GRADE APPEAL/CHANGE FORM

Instructions: Complete a separate form for each grade being changed. Grade may only be changed by instructor of record or Department Chair in the absence of the instructor of record. Grade changes are not official until signed by Academic Affairs and Registrar. Submit completed Grade Change Form to the Office of Registrar and Records. Please add any relevant supporting documentation related to this request.

STUDENT NAME: _____ STUDENT ID: J_____
Last First

Term and Year: _____ CRN: _____ Subj & Course # _____ Credit Hours: _____

GRADE CHANGES ARE ONLY ALLOWED FOR THE FOLLOWING REASONS:

- Resolution of incomplete grade.
Result of a grade change appeal or hearing process.
Correction of instructor/university error, administrative withdrawal or late grade submission.

CHANGE GRADE FROM: _____ to _____

INSTRUCTOR RATIONALE:

Instructor of Record Signature: _____ Date: _____

APPROVAL or DENIAL Signatures:

_____ Chair: _____ Date: _____
Dean: _____ Date: _____
Academic Affairs: _____ Date: _____
Registrar: _____ Date: _____

Please return this form to the registrar's office via the methods noted below

Processed by _____ Date _____ 1/27/2023