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|-------------------------|
| FOR ADMISSIONS USE ONLY |
| DATE RECEIVED _____ |
| PROCESSED BY _____ |

CHANGE OF GRADE FORM

| |
|---------------------------------|
| ACADEMIC YEAR _____ |
| <input type="checkbox"/> FALL |
| <input type="checkbox"/> SPRING |
| <input type="checkbox"/> SUMMER |

Student _____ Social Security # _____
LAST FIRST MI

Course _____ Section _____ Time _____ A.M. P.M.

The **INCORRECT GRADE OF** _____ should be the **CORRECT GRADE OF** _____

REASON FOR GRADE CHANGE (Please be specific):

Instructions

- Submit "Change of Grade Form" (typed or printed) with ALL requested data completed. The "Reason for Grade Change" should include a thorough explanation for the change. The instructor of record must sign it. (The department chair may sign if the instructor of record is no longer employed by the college, unavailable, and sufficient information to warrant change of grade is available within the class roll book.) The following documents must accompany the "Change of Grade Form":
 - Copy of the page(s) in the course syllabus that describes the process for determining students' final grade.
 - A copy of page(s) of the class roll book where attendance and grades are recorded.
- Submit to the appropriate department chairperson for review and approval. The chairperson will forward to the Office of the Vice President for Instructional Services.
- The Vice President for Instructional Services will review the request and either approve or reject. If approved, it will be forwarded to the Office of the Registrar for final processing. If rejected, the form will be returned to the department chairperson. The chairperson will communicate the status of the document to the instructor. The instructor will inform the student of the status of his/her grade.
- Appeal process will require a special committee to review the case and make a recommendation.

NOTE: Submission of missed assignments after the final grade has been submitted is NOT a justifiable reason for a grade change. A grade of "I"-incomplete may be issued to students having a legitimate excuse for requesting additional time for course completion. However, this option should be invoked sparingly. Be reminded that incompletes that are not resolved within six weeks into the next semester will be converted to a grade of "F".

Instructor _____

Department _____

Date _____

APPROVED _____
Department Chairperson

APPROVED _____
Vice President for Instructional Services