



Grade Change Form

This form must be completed and signed in order to change a grade (other than “incomplete”) on a student transcript. This will only be allowed in exceptional circumstances; please attach any documentation that may support the necessity of this change (email print-off, copy of relevant assignment or other documents).

***This form must be filled out and submitted by the Instructor.**

Current date:

Student Name: Student ID Number:

Term of Grade.....

Course Code and Title:

Original Grade: Revised Grade.....

Reason(s) for the grade change (REQUIRED) – Please be as specific as possible –

Is the student aware of this change? (Yes / No)

Instructor Name: Signature.....

Department Chair Name: Signature.....