Grade Change
To correct a clerical or calculation error

This form is to be used to change a final grade only. Final grade changes may be changed only to correct a clerical or calculation error. This form is not to be used to convert an Incomplete or In Progress grade.

Student Name: ________________________________________ID No.: __________________

Course: ___________________ ___________________ ___________________ Subject Course No. Credits

Course Title: __________________________________________

Semester and Year course was taken: __________________________

GRADE CHANGE FROM __________________________ TO __________________________

Reason for clerical or calculation error: __________________________________________

_________________________________________ __________________________
Signature of Instructor Date

_________________________  _____ Approved _____ Disapproved
Department Chair

_________________________________________ __________________________
Date

Reason for Disapproval: __________________________________________

_________________________  _____ Approved _____ Disapproved
Associate Provost

_________________________________________ __________________________
Date

Reason for Disapproval: __________________________________________

_________________________ Date: __________________________
Registrar

This form should be returned to the Registrar’s Office
Updated: 4/5/13