

Faculty members are responsible for and have the authority to assign grades due to their position to evaluate the student's academic work and performance in a course. It is the responsibility of the instructor to initiate any grade change if one is required. All grade change request require approval from the relevant Program Chair/Director. Faculty should consult the Grade Change Policy available in the Academic Catalog

Faculty Name

Email

Phone

Program Chair/Director's Name

Student Name

Student ID

Course Code

Course Title

Semester/Term & Year of Course

Letter Grade Changed From

To

New numerical score (out of 100)

Date work completed

Reason for Change (indicate with an "X" on the box):

- ☐ **Arithmetical errors, typos, or incorrect calculations in the gradebook.** Provide a detailed justification/rationale for the change that includes a copy of the gradebook before the change occurred and a clear description of the item/items that require modification.
- ☐ **Coursework submitted was excluded in grade calculation.** Provide a copy of any/all coursework being used to justify the grade change.
- ☐ **Coursework has been submitted to remove an incomplete (I) grade.** Provide a copy of the originally approved Incomplete Grade Request Form and any/all coursework being used to justify the grade change.
- ☐ **Other (explain):**

Instructor's Signature

Date

Program Chair/Director

Date

OIE or Executive Dean Signature

Date

Registrar Office Document Tracking

Date Received

Date Processed

By

Date Student Informed