



## Request for Change of Grade

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Complete this form and return it to the Registrar's Office. Include only one student per form and use additional forms if you have more than one grade change request. Keep a copy for your records.

Important Note: This form may be used up to one year after the first submission of the grade to the Registrar. All grade changes made after one year, first must be approved by vote of the Faculty of Arts and Sciences.

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**Name of Student:** Enter name of Student.

**Student ID#:** Enter Student ID#

**Course Number and Name:** Example: ANTH B102: Introduction to Cultural Anthropology

**Semester and Year:** Example: Spring 2014

**Change Grade From:** Choose an item.

**Change Grade To:** Choose an item.

**Reason for Grade Change:** Describe the reason for your grade change request. Use as much space as you need.

**Digital Signature:** Type Your Name

*By typing my name into the field above, I am digitally signing this grade change form.*

*Please send the form from your campus email address so that we may verify the sender. Alternatively, you can sign the line below and return it to the Registrar's Office.*

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Signature of Faculty Member