



This form must be completed by the professor or dean to change a student's grade. One form per grade change is required. Grade changes are **NOT** permitted after the award of a degree or certificate except for legitimate grade changes within the allowed grade appeal time period (see the [Grade Review and Appeal policy](#)).

Note: A grade change is **NOT** permissible for an audited course.

STUDENT INFORMATION:

Date: _____ Home Location: _____ DSI #: _____
 Last Name: _____ First Name: _____
 Email: _____ Phone #: _____

COURSE INFORMATION:

Location Attending: _____ Session of Enrollment: _____
 Course Number: _____ CRN Number: _____
 Course Title: _____ Professor: _____

GRADE INFORMATION:**Original Grade/Designator**

☐ A ☐ A- ☐ B+ ☒ B ☐ B- ☐ C+
☐ C ☐ C- ☐ D+ ☐ D ☐ D- ☐ F
☐ I ☐ S ☐ U Other: _____

New Grade/Designator

☒ A ☐ A- ☐ B+ ☐ B ☐ B- ☐ C+
☐ C ☐ C- ☐ D+ ☐ D ☐ D- ☐ F
☐ I ☐ S ☐ U Other: _____

REASON FOR CHANGE:

☒ Misclassification/Data Entry Error ☐ Make-Up Exam ☐ Second Review of Grade Appeal
☐ Completion of Required Course Work Per Agreement ☐ Supplemental Exam
☐ Other (Explain): _____

DESCRIBE THE DETAILS OF THIS REQUEST BELOW (Use the attached documents that support the grade change.):

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SIGNATURES:

Professor Name (print): _____
 Professor Signature: Nick Baskley Date: _____
 Appropriate Academic Administrator Name (print): _____
 Appropriate Academic Administrator Signature: _____ Date: _____

Send completed form to:

For Office	Form Received by (print name): _____	Date: _____
Use Only	Grade Change Completed by (print name): _____	Date: _____