Update 5/4/2015

GRADE CHANGE and SUPPLEMENTAL GRADE FORM

Student Name: _____

Student ID: _____

Course Term (Semester and Year): _____

CRN: _____ **Subject Code:** _____ **Course Number:** _____ **Section:** _____

PART A: GRADE CHANGE

This section is for submitting a course grade in place of an "I" (Incomplete) or to replace a final grade for a student

Grade From: _____ **Grade Changed To:** _____

Last Date of Attendance: _____

(Required for "W" grades and "F" grades)

Rationale Required: Submit attachment if needed.

PART B: SUPPLEMENTAL GRADE

This section is for assigning late withdrawals and/or incomplete grades.

PLEASE INDICATE BELOW REASON FOR SUPPLEMENTAL GRADE (Check one):

Late Drop with Grade of "W" ☐ **"F" for Non-Attendance** ☐

Late Report/Missing Grade ☐ **Incomplete Grade of "I"** ☐

GRADE AWARDED: _____ **LAST DATE OF ATTENDANCE:** _____

(Required for all "W" grades and "F" grades)

Rational Required: Submit attachment if needed.

REQUIRED SIGNATURES

REQUESTED BY: _____ **Date:** _____

Printed/Typed Faculty Name

FACULTY SIGNATURE: _____ **Date:** _____

COLLEGE DEAN SIGNATURE: _____ **Date:** _____

PROVOST SIGNATURE: _____ **Date:** _____

***APPROVAL OF PROVOST REQUIRED IF GRADE CHANGE IS BEING MADE MORE THAN 90 DAYS FOLLOWING COMPLETION OF THE COURSE.**

Please forward to the Registrar's Office for processing.