

CHANGE OF GRADE REQUEST FORM

INSTRUCTIONS TO INSTRUCTOR: *Complete all appropriate blanks and submit to the Office of the Registrar.*

Grade Changes from Incomplete (Letter Grade of "I"): An "I" may be given to a student who has failed to complete a small, but important part of the course if the reasons for the Incomplete are justified by the instructor and the dean. The appropriate incomplete form must be completed and signed by the dean before the Incomplete can be assigned to the student. The Incomplete form remains on file in the Dean's Office. To receive credit for an undergraduate course marked "I", the student must satisfactorily complete the unfinished work by the last day of classes of the following regular semester after the incomplete grade was issued. To receive credit for a graduate course marked "I", the student must satisfactorily complete the unfinished work by the end of one calendar year from the last day of the semester in which the student received an 'I', with the exception of -690, -695, and -696 courses. The faculty will issue a grade following normal timelines.

Should the student fail to complete the specified work to the satisfaction of the instructor, no credit will be recorded and the symbol "I" will be changed to an "F" on her or his record. No requests for time extension will be accepted. In exception to this policy on Incomplete: (1) For those courses which do not use the "F" grade, the equivalent non-credit grade will be assigned, and (2) All grades of Incomplete must be resolved prior to certification for graduation. If a student who is applying for graduation has an unresolved Incomplete at the time that the Registrar certifies their eligibility for graduation, the "I" will be changed to an "F" or equivalent non-credit grade and used in the final GPA calculation.

Other Grade Changes. Grade change requests or appeals based on additional academic coursework or reevaluation of academic work after final grades have been officially submitted to the Registrar will not be considered. A grade or administrative symbol may be changed only under the following circumstances:

- When certified by the instructor and reviewed by the Registrar as the correction of a documented technical, calculation, clerical, or administrative recording error affecting the final grade.
- When a completed student academic grievance results in a determination that the grade is to be changed; or
- When an appeal involving the correction of an administrative symbol (e.g., UW) is approved by the Senior Vice President & Provost of Academic and Student Affairs in accordance with University's appeal process.

All requests must be submitted in writing by the instructor (or through the appropriate appeal or grievance process), include a brief explanation of the basis for the requested change, and receive all required approvals before being submitted to the Registrar. The Registrar will review each request to ensure compliance with University policy before processing any change to the student's permanent academic record.

STUDENT INFORMATION:

Date Requested:	Student Name (Last, First, MI):	UOG ID No:
-----------------	---------------------------------	------------

COURSE INFORMATION:

Course Number:	Course Title:	Credits:
Instructor's Name:		Contact No:
		Email Address:
Current Grade:	Requested Grade:	Semester/ Term Taken:

REASON FOR CHANGE: (required): Please provide a brief description of the basis for the requested grade change and explain how the corrected grade was determined. Attach additional documentation if necessary.

INSTRUCTOR'S SIGNATURE: _____ **DEAN'S SIGNATURE:** _____

FOR REGISTRAR'S USE ONLY: CHANGE ACCOMPLISHED CHANGE WITHHELD

REASON FOR WITHHOLDING CHANGE:

REGISTRAR'S SIGNATURE: _____ **DATE:** _____