

Grade Submission/Grade Change Form

Check the appropriate box.

Grade Submission - Submission of a grade originally assigned an I (Incomplete) or MT (Multi-term). The final grade for an I or an MT should be submitted no later than the grade submission deadline of the semester after the notation was originally assigned. An Incomplete or Multi-term notation not changed by that time will convert to an F. *A grade submission requires the signature of the instructor.*

Grade Change - In general, end-of-course grades submitted to the Office of Registration and Academic Records are final and not subject to change by reason of a revision of the teacher's judgment; nor are submitted grades to be revised on the basis on a second trial (e.g., a new examination or additional work undertaken or completed). A grade change submitted in order to correct an error of computation or transcription must be made within two semesters after the grade was originally submitted. *A grade change requires the instructor's signed statement as to the reason for the change, the approval of the department head, and the approval of the dean of the school in which the course is taught.*

Student Number BO _____ **Student Name (Last, first, M I)** _____ Please Print

Course Prefix/Number/Section _____ **Course Title** _____

If Grade Submission: **Final Grade** _____ **Hours** _____

If Grade Change: **Original Grade** _____ **Changed Grade** _____

Reason for Grade Change (must be stated in all cases) _____

Signature of Instructor
Date
Print or Type Instructor Name

For Grade Change Approval Only:

Department Chair
Date
Dean of School
Date

For Registrar's Office Only:

Grade submission/grade change posted by: _____
Name
Date

Grade submission/grade change not posted for the following reason: _____