



## Grade Change Form

A grade change made by an instructor after final grades have been submitted must be approved by the Department Chair and the Vice President for Academic Affairs. Rationale must be provided to justify the grade change.

NOTE: Incomplete grades which have been resolved by the student via the completion of all remaining assignments do not require VPAA approval, as this represents a grade assignment, not a grade change.

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

<b>Course Name and Number:</b>	
<b>Semester/Year:</b>	
<b>Grade originally submitted:</b>	
<b>Grade changed to:</b>	

**Justification for grade change:**

**Grade Change Requested by:**

\_\_\_\_\_  
**Signature of Instructor**

\_\_\_\_\_  
**Date**

**Approval:**

\_\_\_\_\_  
**Department Chair**

**Approval:**

\_\_\_\_\_  
**Vice President for Academic Affairs**