

# GRADE CHANGE REQUEST

Grades may be assigned or changed only by the instructor, except in extraordinary cases (Grade Appeal) when the appropriate School Dean may intervene. Grade changes may only be made for re-evaluation of pre-existing work and must be completed by the end of the semester following the one in which the course was originally taken. If a student is requesting a grade change beyond the one semester deadline, he/she must petition the Appeals Committee for permission to have the change initiated.

If a student is seeking to continue his/her coursework or hands in additional work past the end of the semester, then the grade can only be changed if an Incomplete grade was previously filed. After seven weeks have passed, if the Incomplete is not resolved through the awarding of a grade for the course, the "I" will automatically revert to an RF (Repeat/Fail) on the student's transcript. This RF cannot later be changed by the instructor unless an Extended Incomplete Form was previously filed.

## STUDENT INFORMATION

Student Name: \_\_\_\_\_ BAC ID# \_\_\_\_\_

Degree Program: \_\_\_\_\_

## COURSE INFORMATION

Course Code: \_\_\_\_\_ Section: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Previous Grade: \_\_\_\_\_

New Grade: \_\_\_\_\_

By signing below, I confirm that this grade change is based on the re-evaluation of pre-existing work submitted by the student during the semester.

**Instructor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Office Use Only:

Rec. Date:	Reg Signature:	Bursar Signature:	F.A. Signature
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