



POLICY: A grade change requires the signature of the instructor and the approval of the Chair and/or Dean. The instructor must indicate the reason for the change of grade in the space provided. This change of grade form cannot be used to change an "F" grade that has been awarded after an "I" grade expired.

TO: Registrar

RE:

_____ Student's Name

_____ Middle Georgia State University Student ID number

I hereby request that the grade for the above named student be changed from

Current Grade

to

New Grade

in

CRN

Subject

Course No.

Sec No.

for the

Term

Year

Last date of attendance: _____

Reason for requesting change of grade:

Remove Incomplete or

Error (as explained below)

Explanation: _____

Instructor

Date

APPROVED:

Chair or Dean

Date

PROCEDURE: (1) The Instructor completes the form and sends the form to the Chair or Dean. (2) The Chair or Dean forwards the form to the Registrar's Office for processing.

Processed by Registrar's Office

Date

Distribution: original-Registrar, copy-Department or School, copy-Instructor, copy-Student