REQUEST FOR CHANGE OF GRADE
MIDDLE GEORGIA STATE UNIVERSITY

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: ___________________________ ___________________________

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

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

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