



## CHANGE OF GRADE FORM

*This form is to be filled out and signed by the instructor and Dean, if applicable, with **the original being returned to the Registrar's Office on the 2<sup>nd</sup> Floor of the Welcome Center for processing.***

Student: \_\_\_\_\_ E-Z Arts ID Number: \_\_\_\_\_  
                    Last                                      First                                      Middle initial

Level: \_\_\_\_\_ High School \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate

Semester and year grade was originally submitted (*circle one*):    F    S    Summer    Year \_\_\_\_\_

Reason for Grade Change:

\_\_\_\_\_ Removal of Incomplete

\_\_\_\_\_ Correction of Previously Assigned Grade\*

\_\_\_\_\_ Assignment of Final Thesis Grade\*\*

\_\_\_\_\_ Course Name and Number                                      \_\_\_\_\_ No. of Credits    \_\_\_\_\_ New Grade

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

If grade is more than 90 days past the date final grades were due, the signature of the Dean of the Division or Art School is also required (not required for thesis or incomplete grades if changed within the established deadlines).

\_\_\_\_\_ Dean's signature                                      \_\_\_\_\_ Division or Art School                                      \_\_\_\_\_ Date

\*Grade changes, other than for graduate thesis courses, can only be made within one calendar year after the date final grades were submitted.

\*\*Graduate thesis grades must be finalized within five years of the student's initial enrollment in the program.

No retroactive grade changes will be made for students who have graduated.

Once the grading period has ended, grades, including incompletes that revert to F, become final and are not subject to change based on a revision of the instructor's judgment; nor on the basis of a new examination or additional work completed.