



GRADE CHANGE and SUPPLEMENTAL GRADE FORM

Student Name: _____

Student ID: _____

Course Term (Semester and Year): _____

CRN: _____ Subject Code: _____ Course Number: _____ Section: _____

PART A: GRADE CHANGE

This section is for submitting a course grade in place of an "I" (Incomplete) or to replace a final grade for a student

Grade From: _____ Grade Changed To: _____

Last Date of Attendance: _____

(Required for "W" grades and "F" grades)

Rationale Required: Submit attachment if needed.

PART B: SUPPLEMENTAL GRADE

This section is for assigning late withdrawals and/or incomplete grades.

PLEASE INDICATE BELOW REASON FOR SUPPLEMENTAL GRADE (Check one):

Late Drop with Grade of "W" ☐

"F" for Non-Attendance ☐

Late Report/Missing Grade ☐

Incomplete Grade of "I" ☐

GRADE AWARDED: _____ LAST DATE OF ATTENDANCE: _____

(Required for all "W" grades and "F" grades)

Rational Required: Submit attachment if needed.

REQUIRED SIGNATURES

REQUESTED BY: _____ Date: _____
Printed/Typed Faculty Name

FACULTY SIGNATURE: _____ Date: _____

COLLEGE DEAN SIGNATURE: _____ Date: _____

PROVOST SIGNATURE: _____ Date: _____

***APPROVAL OF PROVOST REQUIRED IF GRADE CHANGE IS BEING MADE MORE THAN 90 DAYS
FOLLOWING COMPLETION OF THE COURSE.**