Change of Grade Form

Washington University of Virginia

This section to be completed by the student

Name _____ ☐ Male ☐ Female
Last Family Name First Given Name

DOB (mm/dd/yy) _____ Year of Admission _____ ☐ Spring ☐ Spring-Flex ☐ Summer ☐ Fall ☐ Fall-Flex ☐ Winter

☐ **Degree Program** ☐ **Non-Degree Program**

☐ ESL ☐ Undergraduate _____ ☐ Graduate _____ ☐ Doctor _____

Student ID No. _____ Contact Phone Number _____

Site: ☐ VA ☐ MD ☐ Online

Subject Name _____ Subject Code _____

Instructor's Name _____

Student _____ Date _____
Signature

This section to be completed by the instructor

Change of Grade: From _____ To _____

Reason for Grade Change

☐ Instructor Correction ☐ Incomplete Removed ☐ Student Submitted Late Work ☐ Instructor Entry Error

☐ Other: Please specify

_____

_____

_____ _____ _____
Instructor's Name Signature Date

Please return this form to the Registrar's Office

This section to be completed by the Registrar's Office

Grade of _____ posted on Academic Record on _____ by _____
Date Initial

Change of Grade needs to be completed within 30 days from the day that school announces the official grade for the course. This includes all the grade points including "I." After 30-day period, change of grade is impossible. For the "F" that received in the required course, a student must retake the course to get a proper grade. However the "F" remains in the transcript and new grade is recorded separately. For electives, it is okay to take different relevant course. However the "F" remains on the record. Following is the instruction for applying for change of grade.

1. In the case of Incomplete (I)
   a. A student must contact professor within 15 days from the official announcement of grade.
   b. If the professor approves, the student must complete the course work within 15 days to receive grade.
   c. Once the work is completed, the student must complete the "Change of Grade" form and submit to either professor or to Registrar's office.
   d. After professor changes the grade and sign the form, the form must be submitted to the Registrar's Office.
   e. Registrar's office will change the grade in accordance to the changed grade recorded by the professor.
   f. New grade will be available on the school website.
2. In case of other grades
   a. The procedure is the same as incomplete, but the grade can be changed within 30-day period, not 15-day period.

Other than the reasons listed, the professor needs to give registrar's office a compelling reason. Registrar may change the grade after discussing with the professor.