

# Change of Grade



Student ID	Name	Program
DOB (mm/dd/yy)	E-mail	Contact Number

## This section to be completed by the student

Site:  VA  MD  Online

Subject Name \_\_\_\_\_ Subject Code \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Signature

## This section to be completed by the instructor

**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

Permission to change grade of the above-mentioned student granted to instructor 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 is 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.

Received by:	Date:
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