

Office of the Registrar
Grade Change Request Form

(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

A request for a change of grade should originate from the instructor who made the initial grade assignment.

Important Note: *This form should not be given to students.*

Student Name:

PWID#:

Term:

CRN:

Subject:

Course #:

Course Title:

Current Grade:

Grade Change:

Instructors Name:

Instructor's PWID#:

Reason for Change:

Approvals:

Instructor Signature

Date

Dean

Date

Instructions:

- Faculty to complete form with all required information. **Digital signatures are preferred.**
- Faculty sends electronic form to the Admin Assistant in the Deans office of the course that is being changed.
- Dean or designee signs digitally.
- [Incomplete grade to a letter grade does not require the dean's signature.](#)
- Dean/designee or Admin Assistant uploads approved form to the Office of the Registrar Security FTP site via this [link](#).
- Please follow naming convention of: TERM_PWID_GRADECHANGE
 - Example: [202230_P11100023_GRADECHANGE](#)