GRADE CHANGE FORM

All grade changes, except conversion of the “E” (Incomplete) or “X” (Continuing), must be approved by the office of the Dean and by the Chairperson of the Department in which the grade is earned.

Instructor ____________________________ Department ________________
Student’s Name ____________________________ ID# ____________________________
Course Number and Section ________________________________________________

Fall Term 20 ___
Spring Term 20 ___
Summer Term 20 ___

ORIGINAL GRADE REPORTED ____________ CHANGE GRADE TO ________
UW to report ________

EXPLANATION OF GRADE CHANGE:

________________________________________________________________________

________________________________________________________________________

Instructor HANDWRITTEN Signature ____________ Date ____________

APPROVED BY:
(For grade conversions other than E or X)

Department Chairperson HANDWRITTEN Signature ____________ Date ____________

Office of the Dean (HANDWRITTEN Signature) ____________ Date ____________

PLEASE RETURN COMPLETED FORM TO THE REGISTRAR, VILAS 117

The University’s policy regarding grade changes is as follows:
Changing a final grade in a course already submitted to the Registrar is regarded as unusual and is expected only to (1) convert a temporary grade (‘e’ or ‘x’) to a permanent one; (2) correct an error, or (3) adjust a disputed grade. (The Faculty Handbook of St. Lawrence University, June 1997, pg. 63.)