



CHANGE OF GRADE FORM

Office of the Registrar
Walsh Admin. Bldg, 1st Floor
(408) 554-4331

Fall Quarter/Year _____

Spring Quarter/Year _____

Winter Quarter/Year _____

Summer Session/Year _____

Student Name _____ Student I.D.# _____

_____ Change Grade: From: _____ To: _____

Class/Subject and Course #

The reason for this change is

Date: _____

Print Name

Instructor's Signature

Chairman's Signature

Dean's Signature

All grades become final when they have been assigned and reported to the Office of the Registrar. A faculty member may report a correction of a final grade to the Office of the Registrar only if a clerical or procedural error was made in assigning, transmitting, or recording the original grade. A grade may not be changed as a result of re-evaluation, re-examination, or the submission of additional work after the term ends. Any grade change must have the approval of the department chair and the associate dean of the student's school or college. **No grade may be changed after one year.**

The mark of "I" (incomplete) may be assigned by the instructor when a student does not complete some essential portion of the assigned work in a class because of extraordinary circumstances beyond the student's control. The unfinished work must be completed and given to the course instructor within three weeks of the beginning of classes in the next scheduled term (not the student's next term of enrollment), excluding summer session, unless extraordinary circumstances require an extension. Instructors have until the end of the fourth week to submit the grade. **A request for an extension must be submitted in writing by the instructor to the University registrar, Monica Augustin, within the original three-week period.** Extensions shall not be for longer than two academic quarters after the mark of "I" was assigned, excluding summer session. An incomplete that has not been completed within the specified deadline or has not received an approved extension will be converted to a grade of "F."

The mark of "NS" (No Show) may be assigned by an instructor when a student never attends a class and does not drop the class. **A mark of "NS" cannot be changed to any other grade or mark after it is assigned by the instructor.** A mark of "NS" is included in the student's academic record and appears on the student's transcript, but is not included in the calculation of the student's grade point average. No adjustment in tuition will result from the awarding of a mark of "NS" in a class.

Office Use:
DP: _____ Date: _____