

# UNDERGRADUATE REVISED GRADE REPORT FORM

**INCOMPLETE GRADE POLICY** – An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an “F”. Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the “F”.

Student’s Name (Last, First) \_\_\_\_\_ Student’s ID# \_\_\_\_\_

CRN \_\_\_\_\_ Course Number/Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Instructor \_\_\_\_\_

Revised grade from **Inc** to \_\_\_\_\_. Instructor’s Signature \_\_\_\_\_

**GRADE CHANGE POLICY** – A course grade change must be approved by the instructor, chairperson and dean. The approved grade change must be submitted to the registrar prior to the end of the next regular (Fall/Spring) term after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

Revised grade from \_\_\_\_\_ to \_\_\_\_\_

**Justification for Grade Change (required):**

**All signatures indicated below are required for a grade change and must be obtained before processing will be completed.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Instructor’s Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Department Chairperson Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Dean Date

Revised grade completed in Registrar’s Office on \_\_\_\_\_ by \_\_\_\_\_

Submit this form to the Registrar’s Office, Eder Hall 102.