

**CHANGE OF GRADE POLICY & PROCEDURE**

- The Change of Grade Form is to be used only for a change from a letter grade to another letter grade. For example changing a "C-" to "B+", this excludes incomplete grades. If the current grade is an incomplete, please use the Removal of Incomplete grade form.
- Students with questions regarding the accuracy of a grade should contact the appropriate instructor for resolution. If a change of grade is justified, the instructor will forward a Faculty Request to Change a Grade form to the Registrar's Office.
- Per University Academic Policy, grade changes will not be processed for students who are two semesters beyond separation from either the course in which the grade was assigned or from the University, or for a student whose degree has been awarded.

**STUDENT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

PRN: \_\_\_\_\_ (ex: 9104XXXXX) UNE Email address: \_\_\_\_\_

**SECTION I: COURSE INFORMATION**

Semester/Term: \_\_\_\_\_ (ex: Spring) Year: \_\_\_\_\_ (ex: 2024) CRN: \_\_\_\_\_ (ex: 2153)

Course Subject and Number: \_\_\_\_\_ (ex: CHE 110)

Course Title: \_\_\_\_\_ (ex: General Chemistry I)

**SECTION II: CHANGE OF GRADE REQUEST**I, \_\_\_\_\_, hereby request that the grade of \_\_\_\_\_ be changed to \_\_\_\_\_.  
Instructor Name Current Grade New Grade

This request is based on the following explanation: \_\_\_\_\_

**SECTION IV: APPROVAL** (Font signature NOT accepted)

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic/Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_