INCOMPLETE GRADE CHANGE FORM
UNDERGRADUATES ONLY

Submit completed form to the Office of Admissions and Records.
Note deadline for incomplete grade change submission*.

Student's Name: _____ SSN or ID: _____

Section Number: _____ Course Number: _____ Course Name: _____

Semester or term taken: _____ Grade to be assigned: _____

Date coursework completed*: _____

Note: ***Incomplete grade changes must be completed by the instructor in the Office of Admissions and Records within one calendar year of the semester in which the grade was issued**, (i.e., a fall semester grade must be changed before the last day of the next fall semester, a spring semester grade must be changed before the last day of the next spring semester, and a summer term grade must be changed before the end of the next summer term). No extension may be granted.

Instructor: _____ Date: _____

Admissions and Records-Office Use Only

Grade Change Completed By Deadline _____Yes _____ No
Computer Grade Changed _____
Student Notified _____
A&R Initials _____ Date completed_____

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