

**UNCONTESTED GRADE CHANGE FORM  
GRADUATES ONLY**

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

Student's Name: \_\_\_\_\_ SSN or ID: \_\_\_\_\_

Date Grade Change was Initiated\*: \_\_\_\_\_

Section Number: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Semester or Term Taken: \_\_\_\_\_ Grade Originally Recorded: \_\_\_\_\_ Modified Grade: \_\_\_\_\_

Reason for Grade Change:

Error in Grading

By agreement between faculty member and student. Faculty member must provide complete explanation:

Note: **\*Uncontested grade changes must be initiated within one calendar year of the semester in which the grade was issued**, (i.e., a fall semester grade must be initiated before the last day of the next fall semester, a spring semester grade must be initiated before the last day of the next spring semester, and a summer term grade must be initiated before the end of the next summer term).

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Student signature: \_\_\_\_\_

Signatures of the following signify approval:

Instructor: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date approved: \_\_\_\_\_

Dean: \_\_\_\_\_ Date approved: \_\_\_\_\_

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**Admissions and Records-Office Use Only**

Initiation of grade change by deadline \_\_\_\_\_ Yes \_\_\_\_\_ No

Computer Grade Changed \_\_\_\_\_

Grade Sheet Notation Added \_\_\_\_\_

Student Notified \_\_\_\_\_

A&R Initials \_\_\_\_\_

Date completed \_\_\_\_\_