

UNIVERSITY OF ALASKA SOUTHEAST

CHANGE OF GRADE FORM

Instructor: Please fill out top portion and submit form to Registrar

- Juneau Campus
- Ketchikan Campus
- Sitka Campus

Student Name:  ID No:

Course Dept:  Course No:  Section:  Course Ref No:  Credits:

Course Title:

Semester/Yr Course Began:  Month/Yr Work Completed:  Grade changed from  to

Instructor's Name  Instructor's Signature

An incomplete grade cannot be changed after 12 months. Grade changes for INC (Incomplete) must be consistent with UAS policy and practice as described at <http://www.uas.alaska.edu/provost/AcademicAffairsPolicies/2011BORUASPolicyIncompleteGrades.pdf>.

Grade change from a DF (Deferred) to final grade requires instructor signature only.

Grade change from one grade to another requires written reason and approval by signatures below--allowed only if correction required to address an error made in calculating grade.

Reason for change:

Approved    
Appropriate Dean Date

Not Approved

Approved    
Registrar Date

Not Approved

Date grade change input  by

University of Alaska Southeast

Change of Grade Notice to Student

Course Dept:  Course No:  Section:  Credits:  Semester/Yr:

Your grade for the above class has been changed from  to  Date

Student Name/Mailing Address: