Error in Assigned Grade

- An original grade assigned in error by the faculty member of a course may be changed within 90 days of the end of semester for which the grade was assigned or in the case of a resolution of an I or X grade, within 90 days of the filing of that grade.

Student Name: ________________________________________

Subject: __________  Course Number: __________  Section: __________  Title: ______________________________

Original grade assigned in error: __________  Change grade to: __________

Faculty Certification  By my signature, I authorize the change of grade as stated above.

_____________________________________________________________________________________________________

Faculty Name  Faculty Signature  Date

Resolution of Temporary Grade (I or X)

- An I or X grade must be resolved within 30 days of the opening of the following semester.
- If not resolved, the X becomes a permanent F*; the I converts to the grade specified by the course instructor on the Incomplete Form Contract, or an F* if no grade is specified.

Student Name: ________________________________________

Subject: __________  Course Number: __________  Section: __________  Title: ______________________________

Temporary grade assigned by faculty: __________  Change grade to permanent: __________

Faculty Certification  By my signature, I authorize the change of grade as stated above.

_____________________________________________________________________________________________________

Faculty Name  Faculty Signature  Date

FOR OFFICE USE ONLY

Grade Changed By: __________  Date: _____/_____/_____  Grade Verified By: __________  Date: _____/_____/_____