



OFFICE OF THE
University Registrar

**Petition for Change of Grade or
Submission of Final Grade**

Last Name First Middle Student ID # School

Course Number (*formatting example: SPAN 104 01*) Year and Term (*formatting example: 2013 Spring*)

Change the **Original Grade** submitted for this student from _____ to _____

- This is a request for a grade change. **By Faculty regulations, a grade reported and recorded can only be changed upon the instructor's written request.** Such a change can be approved only on certification that the originally reported grade was in error.
- This is the submission of a final grade that replaces a grade originally reported as incomplete (**I, M, MI, H, IP**)
- This is the submission of a final grade for a course in which no previous grade was submitted.

Instructor's Name (printed) Instructor's Signature Date

Authorized Signature Date