



SNOW COLLEGE

GRADE CHANGE REQUEST

POLICY.

1. Only the instructor who originally issued the grade can change a student's grade.
2. Grade changes are limited to one year after original issue.
3. Normally, grade changes are only made in cases of clerical error, or to remove an incomplete (I) grade once the specified work has been completed.
4. All grade changes must be signed by the instructor and division chair, and be stamped with the division cost code.
5. This "Grade Change Request" form must be submitted to the Office of Registration and Records by the instructor.

INFORMATION.

Student's Name: _____ Student's ID #: _____
Course: _____ Credit Hours: _____
Semester: _____ Year: _____
Original Grade: _____ New Grade: _____

Reason for Changing Grade:

- Clerical Error
 Replace Incomplete (I)
 Other (Specify Details):

SIGNATURES.

Instructor's Signature: _____ Date: _____
Division Dean's Signature: _____ Date: _____
Division Cost Code Stamp: _____

Office Use Only: Date Received: _____ Date Entered: _____