William & Mary
Office of the University Registrar
Blow Memorial Hall – Room 240
PO Box 8795
Williamsburg, VA 23187-8795
(757)221-2800 Fax: (757) 221-2151
grades@wm.edu

GRADE COMPLETION/CORRECTION FORM

STUDENT NAME: _____ **STUDENT ID : 93**_____
Last **First**

Term/Year: _____ **CRN:**_____**Subj & Course #**_____**Credit Hours:**_____

Section A: GRADE COMPLETION

(This section to be completed ONLY for courses which are currently reported with a grade of I, NG, or G)

***** Only the instructor's signature is required for Grade Completion***

Grade should be changed from *I*, *NG*, or *G* to _____
(*Provide letter grade of I if Incomplete should be extended - one semester only)*

Instructor's Printed Name _____

Instructor's Signature _____ Date _____

Grade completions should be submitted by the instructor to the University Registrar's Office, Blow Hall. Students are prohibited from handling grade change forms.

Section B: GRADE CORRECTION – DEADLINE ONE YEAR FROM ORIGINAL GRADE

(This section should be completed to change a previously submitted letter grade, or I/G converted to F.)

*****Grade Corrections require the Dean's Signature prior to submission to the University Registrar's Office and must be finalized within one year of original entry.***

Grade previously submitted as _____ should be changed to _____

Reason for correction: _____

_____

Instructor's Printed Name _____

Instructor's Signature: _____

Dean's Signature _____

(DEAN'S SIGNATURE REQUIRED TO PROCESS GRADE CORRECTIONS)

FOR OFFICE USE ONLY

Received:

Processed: _____
Date and Initials

Revised: 2/2020