



**GRADE COMPLETION/CORRECTION FORM**

STUDENT NAME: \_\_\_\_\_ STUDENT ID : \_\_\_\_\_

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 for another semester)*

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**

*(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.**

Grade previously submitted as \_\_\_\_\_ should be changed to \_\_\_\_\_

Reason for correction: \_\_\_\_\_  
\_\_\_\_\_

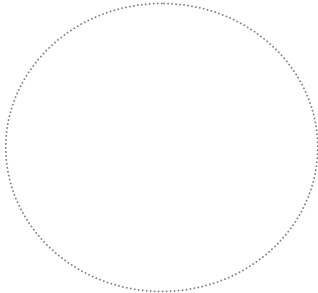
Instructor's Printed Name \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Dean's Signature \_\_\_\_\_

**(DEAN'S SIGNATURE REQUIRED TO PROCESS GRADE CORRECTIONS)**

FOR OFFICE USE ONLY

Received: 

Processed: \_\_\_\_\_  
*Date and Initials*