



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 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 _____

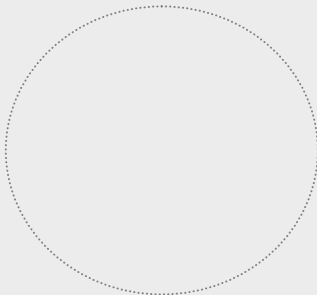
Instructor's Signature: _____

Dean's Signature _____

(DEAN'S SIGNATURE REQUIRED TO PROCESS GRADE CORRECTIONS)

FOR OFFICE USE ONLY

Received:



Processed: _____
Date and Initials