The College of William and Mary
Office of the University Registrar
Blow Memorial Hall – Room 124
PO Box 8795
Williamsburg, VA 23187-8795
(757)221-2800 Fax: (757) 221-2151
registrar@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 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*