

Change of Grade Form

The Change of Grade Form allows a professor to change a student's original grade within their class when needed. The form can be obtained by the professor from the RSMAS Undergraduate Office Ungar 210 B (Whitney Nolton) or if needed from Tina within the Graduate Studies Office at RSMAS. **Students are not allowed to pick up, drop off, or be in possession of a Change of Grade Form at any time.**

Completing the Form

1. UM ID #: Provide the C# or 5# for the student, which can be found within the class or grade roster for the course.
2. School: This information can also be found within the class or grade roster.
3. Level: Select Undergraduate.
4. Student Name: Last name then first name.
5. Year: Write the year as well as indicate the term by selecting a box.
6. Course and Grade section:
 - a. Provide the course code, number, section, and credit.
 - b. Indicate if the student is graduating.
 - c. Provide the original grade, new grade, and the reason for the change in grade.
 - d. Indicate if the course should receive writing credit or not.
7. Signatures: Once the form is complete, the professor will need to sign, obtain the [Undergraduate Director's](#) signature that oversees the department the course is within, and provide the form to the Associate or Assistant Undergraduate Dean for final approval.

9/16/19

CHANGE OF GRADE FORM

Incomplete and/or Illegible Forms will be returned



UM ID #: C12345678/51234567 School: UGMS Level (check one): Undergrad Grad

Student Name: Nolton (Last) Whitney (First)

Year: 2018 Dept & Course #: MSC111 Section: B Course Credits: 3 GRADUATION PENDING: No

ORIGINAL GRADE: B- NEW GRADE: A REASON: Homework calculated wrong

WRITING CREDIT (check one): YES NO

If changing grade to an "I" ATTACH the "I" FORM that is available in your Dean's Office

Instructor's Signature: Signature Required Date: _____

Chairperson's Signature: Signature Required Date: _____

Dean's Signature: Signature Required Date: _____

White - Registrar Yellow - Academic Dean Pink - Instructor

OFFICE USE ONLY	
Processed By: _____	
Date: _____	
GR CH puts student on Dean's List _____	
Rev: 5/14 Form: B249	

9/16/19