



To be completed and submitted by the Course Instructor

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

**Course Information**

Subject & Catalog Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_

Change grade FROM: \_\_\_\_\_ TO: \_\_\_\_\_ \*If changing to an "F", complete the following:

Earned "F"  Unearned "F"

If unearned, last date of attendance: \_\_\_\_\_

Reason for change:  Grade calculation error  Grade entry error  Completion of I-grade

Explanation:

**Clarkson Regulation III-I 6a states:** "Grades for a course must be based only on work performed before the end of each semester. Grade changes (except for the change of "I" grades) are permitted only in cases of errors in calculating or recording grades."

Requested by: \_\_\_\_\_  
*Course Instructor* *Date signed*

Approval required for all changes:

\_\_\_\_\_  
*Instructor's Department Chair* *Date signed*

Dean Signatures not required when changing an "I" grade to the final course grade

**Undergraduates:** \_\_\_\_\_  
 Dean of Instructor's School *Date signed*

**Graduates:** \_\_\_\_\_  
 Dean of the Graduate School *Date signed*

**SAS Use Only**

Current term GPA: \_\_\_\_\_ New term GPA: \_\_\_\_\_ Graduation GPA?  Yes  No

Checked term Academic Standing  Checked term Honors  Notified Registrar of changes (or N/A)