



COMMONWEALTH UNIVERSITY OF PA

Request for Change of Grade

Instructions: When the grades of a student have been filed in the records of the Registrar's Office, they may not be changed except for a computational or a clerical error or removal of an incomplete or research in progress grade. The change begins with the instructor and approved by the department chairperson and college dean. The dean's approval is not necessary for removal of an incomplete or research in progress grade.

Print Student Name: _____ **Student ID Number:** _____
Last First (ID Number)

| _____ | - | ____ | ____ | ____ | - | ____ | ____ | _____ Credits
Dept. Name Course No. Section No. Course Title

CRN: _____

Semester for which the original grade was issued:

Change Grade:

- ____ Spring Semester _____
- ____ Summer Semester _____
- ____ Fall Semester _____
- ____ Winter Semester _____

From: _____ **To:** _____

Reason for change of grade (not required for removal of I & R grade):

Approvals:

Instructor's signature: _____ Date: _____

Instructor please print name: _____ Date: _____

Dept Chair's signature: _____ Date: _____

Dept. Chair please print name: _____ Date: _____

Dean's* signature: _____ Date: _____

College Dean Please Print _____ Date: _____

*** Dean of College which offers the course. This signature IS NOT required for the removal of an incomplete grade (I) or a research in progress grade (R). This signature IS required for all other grade changes.**