

### GRADE CHANGE FORM

All grade changes, *except conversion of the "E" (Incomplete) or "X" (Continuing)*, **must be** approved by the office of the Dean and by the Chairperson of the Department in which the grade is earned.

Instructor \_\_\_\_\_ Department \_\_\_\_\_

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Course Number and Section \_\_\_\_\_

Fall Term 20 \_\_\_\_\_

Spring Term 20 \_\_\_\_\_

Summer Term 20 \_\_\_\_\_

ORIGINAL GRADE REPORTED \_\_\_\_\_

CHANGE GRADE TO \_\_\_\_\_

**UW to report** \_\_\_\_\_

**EXPLANATION OF GRADE CHANGE:**

\_\_\_\_\_  
Instructor HANDWRITTEN Signature Date \_\_\_\_\_

**APPROVED BY:**  
**(For grade conversions, other than E or X)**

\_\_\_\_\_  
Department Chairperson HANDWRITTEN Signature Date \_\_\_\_\_

\_\_\_\_\_  
Office of the Dean (HANDWRITTEN Signature) Date \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO THE REGISTRAR, VILAS 117**

**The University's policy regarding grade changes is as follows:**

Changing a final grade in a course already submitted to the Registrar is regarded as unusual and is expected only to (1) convert a temporary grade ('e' or 'x') to a permanent one; (2) correct an error, or (3) adjust a disputed grade. (The Faculty Handbook of St. Lawrence University, June 1997, pg. 63.)