Grade Appeals and Grade Changes

Grades can be altered or changed through four actions:

1. Assignment of Supplemental Grade
2. Removal of Incomplete (I)
3. Removal of Report in Progress (RP Grade)
4. Change of Grade

Faculty can take one of these four actions by filling out and submitting a Change of Grade Form. The form should be placed in Daniel Barrera’s mailbox for processing. Please also note that the current form, dated 12-12-13 in the bottom right corner of the form, will be the only version of the form accepted. Any forms dated before this are out of date and will be returned to the original professor.

ONLY FACULTY AND DEPARTMENTAL STAFF CAN BE GRANTED ACCESS TO THIS FORM AND ONLY FACULTY CAN ACTUALLY FILL OUT AND SIGN THE FORM. STUDENT ASSISTANTS ARE NOT PERMITTED TO HANDLE THIS FORM AT ANY TIME.

If you need a blank change of grade form please contact Daniel Barrera in SPX 211 or through the Faculty Support email group. If you wish to duplicate the form, please be sure to place any blank duplicates in a secure location.

Please also note that the form may change over time, making a version one thinks is current invalid.

Please allow 3 business days for each required signature.