

Alfred University

CHANGE OF GRADE

Please Route to Student Service Center, Seidlin 111

- This form cannot be picked up or returned to the SSC by a student whose grade is being changed. To be valid, a grade change form must be handled only by faculty, Dean's Office, and Registrar's Office.
- **Please do not submit grade changes (with or without this completed form) by e-mail**, since grades are confidential and e-mail is not secure. *We cannot accept or process any grade changes sent by email.* Return the completed form by uploading the document via ShareFile. The link is on BannerWeb.

Student ID#	Name (last, first, middle initial)	Chosen Name
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SUBJ Code	Course No.	CRN or Sec #	Old Grade	New Grade*	Removal of Incomplete (I) or In Progress (IP)?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:					
Term and Year the course was taken:					
Fall Semester Year <u>2020</u>	Spring Semester Year _____	Allen Term Year(s) _____		Summer Term Year _____	

*There are no minus grades in graduate-level courses. Valid letter grades in the Graduate School are only these: A, B+, B, C, F

*Valid letter grades in undergraduate courses are: A, A-, B+, B, B-, C+, C, C-, D+, D, F

Reason for Grade Change (required if a final letter grade is being revised)

Instructor's printed name	Signature	Date
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Please Note: The changing of a temporary grade of "I" or "IP" to a final grade requires only the instructor's signature. The Dean's signature is required to change any grade other than an I or IP.

Dean's signature	Date
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OFFICE USE ONLY

Date Changed _____ by _____ Grade Change Code _____
