



ASBURY UNIVERSITY

OFFICE OF THE REGISTRAR

registrar@asbury.edu

CHANGE OF FINAL GRADE

Full Name [print]: _____ Term: _____ Year: _____

COURSE

Prefix/#	Section	Title	Credit Hours

CHANGE FINAL GRADE

From: _____ To: _____

Rationale for Change:

*A grade may not be changed by a student doing additional course work after the end of the course, unless an approved incomplete grade is entered for the course.

Final course grades may be changed by the instructor when the instructor determines that an error was made in the calculation of the grade.

Instructor: _____ Date: _____
Print Signature

Chair/Dean: _____ Date: _____
Print Signature

The process to follow for changing a grade is outlined in the University Bulletin and is also noted below:

Final course grades may be changed only in the case of miscalculation of points. Re-evaluation of a student's work or late submission of work by a student is not normal grounds for changing a final course grade. Within 30 days of posting a final grade an instructor may change a final course grade by filing the appropriate form with the Registrar. This change must be submitted by the instructor and approved by the responsible department chair. After 30 days of posting a final grade an instructor desiring to change the grade must seek approval of the responsible dean over the department and file such a request with the Vice Provost. Decisions of the Vice Provost will be considered final. After the 30 day grade change period, and after a graduation date has been posted, all grades of the student are final.

OFFICE USE ONLY

- Grade Change Entered
- Student Notified
- Faculty Member Notified

Completed by: _____

Date: _____

Registrar Approval	Received
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