

Change of Grade

At the end of the semester, if you need to change a grade after it has been entered in the system, **YOU MUST fill out a Change of Grade form and send it to Records.** Only the Records Staff can change a grade after it has been input into the system AND can only change the grade if they have the form. Due to the sensitivity of the change of a grade, you can obtain this form only from your campus contact person (or your Division-specific contact). Once the form is completed, return it to your campus contact person (or your Division-specific contact). **DO NOT** give the form to a student to deliver to the Records Department.