



# SNOW COLLEGE

## GRADE CHANGE REQUEST

### POLICY.

1. Only the instructor who originally issued the grade can change a student's grade.
2. Grade changes are limited to one year after original issue.
3. Normally, grade changes are only made in cases of clerical error, or to remove an incomplete (I) grade once the specified work has been completed.
4. All grade changes must be signed by the instructor and division chair and be stamped with the division cost code.
5. This "Grade Change Request" form must be submitted to the Office of Registration and Records by the instructor.

### INFORMATION.

Student's Name: \_\_\_\_\_ Student's ID #: \_\_\_\_\_  
Course: \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Original Grade: \_\_\_\_\_ New Grade: \_\_\_\_\_

Reason for Changing Grade:

- ☐ Clerical Error  
☐ Replace Incomplete (I)  
☐ Other (Specify Details):

### SIGNATURES.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Division Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:      Date Received: \_\_\_\_\_      Date Entered: \_\_\_\_\_