

Registrar's Office
Silliman Hall
Schenectady, NY 12308



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Grade Change Form

Please use this form for the following types of grade changes:

- Recording a grade to replace an Incomplete (I).
- Recording a grade to replace a Faculty Delayed Grade (Y).
- Correcting a clerical or computational error in a previously-submitted grade.

Requests to change already-submitted grades for substantive reasons are governed by Faculty Manual, III.II.D, "End of Term Grade Changes," which requires petitioning the Sub-Council on the Standing of Students, which can be done via its administrative co-chair, the Dean of Studies.

Student Name: _____ ID Number: _____

Course: _____ Term: _____

In place of an **Incomplete or a Faculty Delayed Grade**, please record this grade: _____

Instructor Name: _____ Date: _____

Instructor Signature: _____

To change a previously-submitted grade on account of a **clerical or computational error**, please describe the nature of the error below, sign in the space above, and provide this form, with explanation, to your department chair for review, signature, and submission to the Registrar.

Previously-submitted grade: _____ New grade: _____

Reason for grade change: _____

Dept. Chair (optional) _____ Date: _____

Dept. Chair (optional) _____

For Registrar Office Use Only

Date Grade was entered: _____

Resulting Term GPA: _____