



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 the final grade due date, 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 additional approval of the responsible Dear over their School or College and file such a request with the Registrar within an additional 30 days. These requests may be referred to the Provost, whose decision will be considered final. After this second 30 day change of grade period (60 total days from end of class), or after graduation has been posted or an enrollment has ended, all grades and credits on the academic record are final and permanent.

OFFICE USE ONLY

- Grade Change Entered
- Student Notified
- Faculty Member Notified

Completed by: _____

Date: _____

| | |
|--------------------|----------|
| Registrar Approval | Received |
|--------------------|----------|