



Change of Grade Form

Records Office • Middle Tennessee State University • Murfreesboro

Instructors: Please complete this form, print, and submit to the Records Office in CAB 106 or by campus mail.

Student Information

First Name: _____ M.I.: _____ Last Name: _____

Student ID Number: _____

Subject Area/Prefix: _____ Course Number: _____

Semester: _____ Year: _____

Change of grade from: _____ to: _____
(Please use appropriate grade for course grade type, i.e., A- for graduate level courses only or P for Pass/Fail courses, etc.)

Reason for Grade Change:

- Instructor Correction
- Student Submitted Late Work

- Incomplete Removed
- Instructor Entry Error

Instructor's Name (print or type) _____

Instructor's Signature _____ Date _____

Dept Chair's/Dean's Name (print or type) _____

Signature of Dept Chair or Dean * _____ Date _____

*Department chair signature is **not** required for change of incomplete to a final grade.

- *Change of incomplete (I) to a final grade requires signature of instructor only.
- *Change of grade to grade requires signature of instructor and department chair or dean. If instructor is the department chair, the dean's signature is required
- *Change of grade or incomplete to "W" must be processed by the Withdrawal Office.
- *All grade changes must be submitted prior to the next term's begin date for a student's academic status to be recalculated.

This form must be brought by the instructor or department chair to the Records Office or sent through Campus Mail. This form will not be accepted from a student.