



UNIVERSITY OF NEW ENGLAND

Faculty Request to Change a Grade

*This form is to be used only for a change from a letter grade to another letter grade. For example changing a "C-" to "B+", this excludes incomplete grades. **If the current grade is an incomplete, please use the Removal of Incomplete grade form.***

Students with questions regarding the accuracy of a grade should contact the appropriate instructor for resolution. Grade changes will not be processed for students who are two semesters beyond separation from either the course in which the grade was assigned or from the University, or for a student whose degree has been awarded.

Forms without a student PRN, CRN, or all required signatures will be returned to the department and will delay the updating of the student's record.

Student's Name: _____	PRN: _____
Email Address: _____	

I request that the grade for _____ during _____
Subject, CRN, Title
Semester/Term

be changed from _____ to _____.
Current Grade
New Grade

This request is based on the following explanation:

Instructor's Name _____ **Date:** _____
(Please Print)

Instructor's Signature _____ **Date:** _____

Dept Chair Signature _____ **Date:** _____
(If Applicable)

Dean's Signature _____ **Date:** _____

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