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.

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>PRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

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: __________________

REGISTRAR’S OFFICE
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