



*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.***

A grade awarded over one academic year ago cannot be changed with this form. The student must Academically Petition.

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.

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

Biddeford Campus 11 Hills Beach Road (Decary Hall, Room 114) Biddeford, Maine 04005
Phone: (207) 602-2473 Fax: (207) 602-5927

Portland Campus 716 Stevens Avenue (Hersey Hall, Room 119) Portland, Maine 04103
Phone: (207) 221-4200 Fax: (207) 221-4898
Website: www.une.edu/registrar