



## Grade Change Form

### Grade Change Instructions:

Please download and save a copy of the Grade Change Form to your computer. **Fill in all fields on the form.** Save the form. Then attach it to an email (Plymouth email account only), enter "Grade Change" in the subject line and email to [psu-registrar@plymouth.edu](mailto:psu-registrar@plymouth.edu).

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

CRN \_\_\_\_\_ Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ # Credits \_\_\_\_\_

Term when course was taken:      Fall      Early Spring      Spring      Summer      Year \_\_\_\_\_

Reason for Grade Change (*see policy excerpts from University Catalog below*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Grade \_\_\_\_\_ New Grade \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Barring matters related to the just administration of the fair grading policy, final grades submitted to the registrar may only be changed due to an error in determining the grade or an error in recording the grade.

Students may challenge the accuracy or completeness of their semester’s academic record for a period of one year from the end of the semester in question. Therefore, faculty have the responsibility to either return work to the student or keep supporting documentation of graded student work (i.e., exams, papers, projects, spreadsheets, and grade records, etc.) for a period of one year. After this period the University shall have no obligation to alter a student’s academic record except to correct an error in transferring grades from the official grade roster to the transcript.

### Faculty Grade Change Procedure

All grades are considered final when posted in myPlymouth by the instructor. The circumstances and procedures outlined in the Fair Grading and the Grade Appeal policies represent the only means by which a final grade may be changed. When a final grade change is warranted an instructor requests a grade change by submitting a Grade Change Form to the registrar for approval. Grades of Incomplete (IC) are submitted to the registrar in accordance with the University’s Incompletes policy. Change of IC grades to letter grades are subsequently submitted through a course grade change form to the registrar.

Processed by: \_\_\_\_\_ Date \_\_\_\_\_ 7/2020