



UNIVERSITY OF ALASKA SOUTHEAST  
CHANGE OF GRADE FORM

Juneau Campus  
Ketchikan Campus  
Sitka Campus

Instructor: Please fill out and submit form to Registrar

Student Name \_\_\_\_\_ ID No \_\_\_\_\_

Course Title \_\_\_\_\_

Course Ref No \_\_\_\_\_ Course Subj \_\_\_\_\_ Course No \_\_\_\_\_ Section \_\_\_\_\_ Credits \_\_\_\_\_

Semester/Yr. Course Began \_\_\_\_\_ Month/Yr. Work Completed \_\_\_\_\_ Grade Changed: From \_\_\_\_\_ To \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

- Changing from one letter grade to another requires written reason and approval by signatures below.
- I (Incomplete) grades can be changed by the instructor within one year or less, as set by the incomplete contract, not to exceed 1 year. See UAS policy and practice at: <http://www.uas.alaska.edu/provost/AcademicAffairsPolicies/2011BORUASPolicyIncompleteGrades.pdf>
- DF (deferred) grade change requires instructor signature only.
- NB grades cannot be changed.

Reason for change:

Approved  \_\_\_\_\_  
Not Approved  Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  \_\_\_\_\_  
Not Approved  Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Grade Change Input \_\_\_\_\_ By \_\_\_\_\_ Student Notified \_\_\_\_\_