



Change of Grade Form

Bay Atlantic University's faculty members strive to conduct fair and just performance evaluations of students' academic work and scholarly success. The following are examples of appropriate reasons for grade changes:

Arithmetical errors or typos;

Coursework submitted was excluded in grade calculation;

Grading appears to be based on impermissible factors such as discrimination, bias, or-retaliation.

Instructor's Name: _____

I am Requesting a Change of Grade for:

_____, _____, **from** _____ **to** _____
STUDENT'S NAME STUDENT'S ID#

in _____ **taken during the** _____
COURSE NUMBER AND SECTION TERM AND YEAR

Reason for change: _____

Instructor's Signature:

Date

THE APPROVAL OF THE ACADEMIC DEAN IS REQUIRED FOR ALL GRADE CHANGES

Dean's Signature:

Date

Please return the complete form with both signatures to the Registrar's Office.

Office use only: Data Received: _____ Entered by: _____ Date: _____