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:

STUDENT’S NAME: ______________________, STUDENT’S ID#: ____________, from ________ to ________

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: ______________