## Grade Change Form Instructions

Enter the first and last name of your department chair. The choose the correct person from the list. If you are the department chair, click the "I am the Department Chair" button.

For this form to route properly, please select the Department Chair and Academic Dean below.

## Department Chair

Please search the Department Chair by first and last name, then select the individual from the drop-down list.
Deptartment Chair First Name:
Department Chair Last Name:
$\qquad$
Select the Department Chair from the list:

* -- Choose --
©
I am the Department Chair.

Next select the academic dean from your college.

## Academic Dean

Please select the Academic Dean from the list:

```
* -- Choose --
```

$\checkmark$

Enter the student ID number for the student you are requesting a grade change and select the student's college from the dropdown box.

| Student Information |  |  |
| :---: | :---: | :---: |
| MUID: | First Name: | Last Name: |
| Email: | Student's College: |  |
|  | "-- Choose -- |  |

Enter the term code and CRN of the course you are requesting a grade change. All of the other information should auto populate.

Course Information
For course information to populate in the table below, please ensure you enter the correct term and CRN.

| TERM <br> (ex. 202301) | CRN | DEPT | COURSE | SECTION | CREDIT | TITLE |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | * |  |  |  |  |  |

In the "Report Grade As" field, enter the new grade to be entered and in the "Grade As Currently Recorded" field enter the current grade. Then sign and submit the form.

## Grade Change Information



Grade As Currently Recorded:
2
Reason for making grade change:

