GOUCHER | college

Official Grade Change Form

Office of the Registrar | 1021 Dulaney Valley Road, Baltimore, MD 21204 | **Registrar@Goucher.edu**

****Submission of this form authorizes change to student's official grade and academic record****
ONLY to be completed by course Instructor/Program Director
NOT FOR STUDENTS

Grade change submissions must comply with the policy below. Signatures confirm compliance

Please use this form to report changes to final grade, incomplete grade, and missing grade.

Undergraduate: deadline for grade changes is twelve (12) months after the last day of the semester in which the grade was originally assigned. *****All Grade to Grade (Letter or P/NP) require Associate Provost Approval*****

Graduate: deadline is three (3) months. *****All Grade to Grade (Letter or P/NP) require Program Director Approval*****

STUDENT NAME:

Last	First	MI

STUDENT ID (OneCard)#: _____

COURSE INFORMATION

Semester/Year	
Course ID/Section	
Credits	
Course Title	

ACTION TO BE TAKEN (check one)

		FROM GRADE	TO GRADE	
	Missing/Incomplete	"M"/"I"		(Letter or P/NP grade only) **"M" Requires PD/AP Approval**
	Grade Change			(Letter or P/NP grade only) **Requires PD/AP Approval**
	Other			

Instructor Name (printed): _____

Instructor Signature: _____ Date: _____

PD/AP Name (printed): _____

PD/AP Signature: _____ Date: _____

Please submit completed form to: Registrar@goucher.edu