

## CHANGE OF GRADE

Mail to Registrar's M/S 7465 – Forms will **not** be processed if hand carried by student Date: \_\_\_\_\_

Student Name: (Please Print Clearly) \_\_\_\_\_ CWU ID #: \_\_\_\_\_

Department Name & Course Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_ Change Grade From: \_\_\_\_\_ To: \_\_\_\_\_

**\*\*PLEASE NOTE:** Grades changes up to one week after the official grade due date require the instructor's signature only. Grade changes after one week, but before the end of the following term, require both the instructor\* and the department chair/ program director's signature. Grade change requests after the subsequent term, or at any time after graduation, will additionally require the signature of the college dean. No grade change will be allowed after two years from the date the original grade was issued.

\*If the instructor is no longer available, the department chair/ program director shall be the instructor's designee.

**Data Entry Error:** The instructor's signature is all that is required for changes due to data entry errors that are corrected within seven days of the deadline for grade entry.

Justification of Grade Change: \_\_\_\_\_

\_\_\_\_\_  
Printed Instructor Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Printed Department Chair Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Printed Dean Name

\_\_\_\_\_  
Dean Signature