

GRADE CHANGE FORM

Rev. 8/2018 Visit masters.edu/registrar. Contact: Registrar@masters.edu



THE MASTER'S
UNIVERSITY

Student Name	Student ID Number
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Year	Term	Course ID	Section	Course Title	Units

Previous Grade	Reason for Grade Change: (choose one)	<input type="checkbox"/> Coursework completed per previously submitted Incomplete form
New Grade		<input type="checkbox"/> Additional Work Complete
		<input type="checkbox"/> Input Error
		<input type="checkbox"/> Other (specify): _____

Instructor Name	Instructor Signature	Date
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Per the faculty handbook, grade changes must be submitted to the Registrar's Office before the end of the subsequent semester. Use this form to change a grade that has already been posted. If a grade has not been posted, use a Grade Report Form. This form can be submitted to the Registrar's Office, box 42 or scanned to Registrar@masters.edu.

Registrar's Office Use Only:

Signature	Date
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