

OFFICIAL GRADE CHANGE

TO THE OFFICE OF ACADEMIC RECORD:

Student's Name _____ AU ID # _____

Course # and Title _____

Instructor Name _____ Phone # _____

Semester in which the course was taken _____ Year _____

Grade Change from: _____ Grade Change to: _____

AU Working Policy

2:437:4

Grade changes are made for "I" and "DG" symbols at the Office of Academic Record. These are to be changed in the appropriate grade book, initialed and dated by the instructor of record or relevant dean, should the instructor have left the employment of the University. *Alterations to the official grade record are allowed only in the case when instructor error is discovered, and not because of additional work completed since the grade was assigned.* These errors are reported on the official grade change form provided by the Office of Academic Record and must be signed by the instructor and the dean. *A written statement of explanation must be included on this form which is placed on file and shall be the basis for a corresponding correction in the record.*

Only where authorized by the faculty member in writing or in the case of the faculty member's cessation of employment with the University or the death of faculty member may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form. In such an event, dean of the relevant school may sign for the instructor.

Any change of grade must normally be made within the semester following the semester for which the grade was assigned for any class taken on campus. In no case should revision of grades be made after two (2) semesters (graduate grade changes may not be made after one semester without the permission of the Dean/Program Coordinator) following the semester in which the course was offered except as provided for by a specific faculty voted policy. In cases where the class is offered on an extension campus, the grade change must occur within two semesters following the semester in which the course was taken. Any resulting changes in the grade point average subsequent to the issuing of the diploma shall not be cause for revision of the diploma.

Reason for Change

In accordance with the AU Working Policy for Grade Change Requirements, as stated above I submit the following explanation which justifies my request for this grade change. Supporting documentation is available upon request.

Instructor's Signature

Date

Dean's Signature

Date