CHANGE OF GRADE FORM
University City Campus

If grade change is for a degree candidate, please check this box □

INSTRUCTOR:
Please complete all items in the shaded area, then submit this form to the Dept. Head of the course being graded. DO NOT SUBMIT DIRECTLY TO The University Registrar.

Student’s University ID Number

Last Name

First Name

Course ID and Number, (i.e. INFO 802)

Course Title: (i.e. Intro Info System Analysis)

Term: Fall Winter Spring Summer

Academic Year: □□□□ (in which course was taken, i.e. 05-06)

Reason(s) for grade change:

________________________________________________________________________

________________________________________________________________________

Instructor Name (Please print) Instructor Signature Date

Do Not Submit without official Dean's Seal

Signature of Dept. Head/School Director Date

Signature of Dean Date

Dean's Seal

If Grade Change is for a course taken longer than one year ago, DEAN / COLLEGE REP forwards Grade Change to the University Registrar for approval. Otherwise, grade change form is forwarded to Office of the University Registrar.

University Registrar Approval required for submission of grade/grade change exceeding the Statute Of Limitations BEFORE form is delivered to the Office of the University Registrar.

Signature of University Registrar Date

University Registrar Use ONLY

Term Processed for Date Processed: Processed by:

Section

(Revised December 2006 - Joseph Selomone)
Guidelines for the Change of Grade Process

The form on the reverse side is to be used for any Change of Grade/Submission of a Grade(s) when the official grading period for the term has ended (this includes the reporting of a grade that finalizes an Incomplete (INC)

For Grade Changes Under One Academic Year

1.) The Instructor completes all items in the INSTRUCTOR portion of the form. After signing and dating the INSTRUCTOR portion, the instructor then submits the Change of Grade Form to the office of the Department Head/Program Director offering the course.

2.) The Department Head/Program Director verifies the appropriateness of reason(s) and the identity of the Instructor by signing and dating the form (where it says Signature of Department Head/Program Director). The Department Head/Program Director then submits the form to the Dean of the College offering the course.

3.) The Dean of the College offering the course determines the following:
   a.) Is the student officially enrolled in the course (check year, quarter, section, course, etc.)?
   b.) Does the Dean support the reason for the change?
   c.) Is the Grade Change being verified for a course which was taken less than one full academic year ago?

*If the answer to ANY item in 3a to 3c is No, the Deans Office returns the Change of Grade Form to the Department Head/Program Director of the course. The Department Head/Program Director then returns the rejected Change of Grade Form to the Instructor. The Instructor is then responsible for notifying the student of the Change of Grade Form being denied.

*If the answers to 3a to 3c are ALL Yes, the Dean signs and dates the form (where it says Signature of Dean. The Office of the Dean then places the Dean's Seal in the specified location on the form. The completed Change of Grade Form is then submitted to the Office of the University Registrar for processing.

4.) The Office of the University Registrar will process the completed Change of Grade Form within 72 hours of being received. If ANY of the above information is missing or unclear, the Change of Grade Form will be sent back to the Department Head/Program Director offering the course, without being processed. An explanation will accompany the denied request.

For Grade Changes Over One Academic Year

The Instructor must attach written justification to request consideration for a Change of Grade which exceeds the Statute of Limitations.

Statute of Limitations

Grades appearing on a student’s academic record may not be changed after one full academic year from the end of the quarter in which the grade was received. Exceptions due to extenuating circumstances require approval of the Academic Dean of the department offering the course and the University Registrar. Final Grade appearing on a student’s Academic Transcript cannot be changed after the student has graduated from Drexel University. Changes requested to correct administrative errors require the approval of the University Registrar.

1.) If the Office of the Dean DOES NOT SUPPORT the change, the Office of the Dean returns the form to the Department Head/Program Director, who returns the denied Change of Grade to the Instructor. The Instructor is responsible for notifying the student of the rejection.

2.) If the Office of the Dean SUPPORTS the change, the Office of the Dean will sign, date and affix the Dean's Seal to the Change of Grade Form. The Change of Grade Form, along with the attached justification, must be submitted to the University Registrar for review.

3.) If the Change of Grade is NOT APPROVED by the University Registrar, it will be returned to the Office of the Dean. The Office of the Dean will then return the form to the Department Head/Program Director, who returns the rejected Change of Grade to the Instructor. The Instructor is responsible for notifying the student of the denied request.

4.) If the Change of Grade is APPROVED by the University Registrar, the University Registrar will sign and date the form. The Change of Grade will then be processed by the Office of the University Registrar within 72 hours after being approved and submitted

Office of the University Registrar