

# Berry College

## CHANGE OF GRADE FORM

STUDENT NAME (Please Print)		STUDENT ID	CURRENT ACADEMIC TERM	THIS COURSE WAS TAKEN	
				ACADEMIC YEAR	ACADEMIC TERM
COURSE PREFIX/NUMBER	COURSE TITLE		CREDIT HOURS	REPORTED GRADE	CORRECTED GRADE
PURPOSE OF CHANGE (Circle One)		EXPLANATION OF ERROR:			
REMOVAL OF INCOMPLETE    CALCULATION ERROR					
GRADE CHANGED BY:					
FACULTY SIGNATURE		DATE	DIRECTOR OF GRADUATE PROGRAM (IF APPLICABLE)		DATE
_____		_____	_____		_____
DEAN OF SCHOOL		DATE	DEAN OF ACADEMIC SERVICES		DATE
_____		_____	_____		_____
RECORDED IN REGISTRAR'S OFFICE (DATE)	BY:		CLEARED BY REGISTRAR		
_____	_____		_____		

### Grade-Change Form

This bright yellow form is used to change grades in a student's record. It is used to remove Incomplete grades and replace them with a final grade, and to change previously reported grades to a new value. The student's name and ID must be provided, as well as the term in which the course was taken and the course description and title. Explanations of grade errors should also be included and the form should be signed by the faculty member making the change, the director of the graduate program (if applicable), the dean of the school, and the dean of academic services.