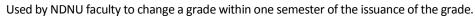
## Grade Change (for use by faculty)





Procedure			
nstructor should complete form and retu	ırn it to the Office of tl	ne Registrar.	
To Be Completed by the Instructor			
Student ID #		Semester	Year
Student Last Name		First Name	Middle Name
Course Code (Dept, Number, and Section)	Course Title		
Original Grade	Updated Grade		
Reason			
I have read and understand the ND	NU Change of Grad	e policy, stated below.	
I have read and understand the ND	NU Change of Grad	e policy, stated below.	

## **POLICY**

All grades except Incomplete ('I') and In Progress ('IP') are considered **final** when assigned by an instructor at the end of a semester. If a **clerical error** has been made that can be documented, an instructor may submit a petition for a grade **within one semester** of the issuance of the grade to the Registrar's Office.

Updated Mar, 2017 FOR OFFICE OF THE REGISTRAR: Processed By Processed Date