

Grade Change (for use by faculty)

Used by NDNU faculty to change a grade within one semester of the issuance of the grade.

Procedure

Instructor should complete form and return it to the Office of the 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 NDNU Change of Grade policy, stated below.

Instructor Name (please print)

Instructor Signature

Date

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.