

KUTZTOWN UNIVERSITY OF PA Kutztown, PA 19530

UNDERGRADUATE CHANGE OF GRADE FORM

To be used for all changes in student's grades. Changes from "I" (Incomplete) to a letter grade do not require a Department Head or Director's approval. All other changes in grades must be approved by the Department Head or Director. Change of grade for all Undergraduate courses will be accepted up to Ten weeks into the following regular semester succeeding the semester in which the original grade was given.

No grade changes will be accepted by the Registrar's Office after the applicable date. Any grade changes to be made after this time must have the approval of the Undergraduate Exceptions Committee.

Change of grade	e submitted within ap	oplicable policy dead	line (See Above):	Yes No		•
Was an Incomp	lete Grade Extensio	n From completed f	or this grade change	? Yes No		
Student's Name		Student ID Number		Semester	Taken	Year Taken
Course Sub	Course Number	Course Section	Course Title	<u>O</u> ,	Original Grade	Course Credits
I would like to	officially change the	grade identified abov	ve to a revised grade	of(New Grade)		
Reason for char	nge:					
Professor's Nan	me (Print or Type)	Pro	fessor's Signature		Date	
Department Hea	ad or Director's Action	on:			-	
approve	disapprove	Dept	. Head or Director's	Signature	Date	
Signature of Re	egistrar's Office Pers	onnel entering chang	ge		Date	