



Change of Grade Form

Records Office • Middle Tennessee State University • Murfreesboro

Instructors: Please complete this form, print, and submit to the Records Office in CAB 106 or by campus mail or by fax to 898-5538.

Student Information

First Name: _____ M.I.: _____ Last Name: _____

Student ID Number: _____

Course Subject/Prefix: _____ Course Number: _____

Semester: _____ Year: _____

Change of grade from: _____ to: _____
(Please use appropriate grade for course grade type, i.e., A- for graduate level courses only or P for Pass/Fail courses, etc.)

Reason for Grade Change:

- Instructor Correction
- Student Submitted Late Work
- Change I to Grade for Non-Graded Student
- Incomplete Removed
- Instructor Entry Error

- Request for Incomplete Extension (Justification and requested date of extension must be provided)
Final Date of Extension: _____
Justification: _____

Instructor's Name (print or type) _____

Instructor's Signature _____ Date _____

Dept Chair's/Dean's Name (print or type) _____

Signature of Dept Chair or Dean * _____ Date _____

*Department chair signature is **not** required for change of incomplete to a final grade.

*Change of incomplete (I) to a final grade requires signature of instructor only.

*Change of grade to grade requires signature of instructor and department chair or dean. If instructor is the department chair, the dean's signature is required

*Change of grade or incomplete to "W" must be processed by the Withdrawal Office.

*All grade changes must be submitted prior to the next term's begin date for a student's academic status to be recalculated.

This form must be brought by the instructor or department chair to the Records Office, sent through Campus Mail, or Faxed to 898-5538. This form will not be accepted from a student.