



Do not use this form to change a posted grade of I (Incomplete), IP (In Progress)* or NGR (No Grade Reported). A dean's signature is not required. The grade change must be submitted via the applicable grade roster in the My Akron Faculty Center.

**except catalog number of 699 (thesis) or 899 (dissertation).*

Grade Change Request

STUDENT IDENTIFICATION

Student ID #:	Last Name:	First Name:
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CHANGE A POSTED LETTER GRADE

Class Number	Course (Subject #) (Catalog #)	Credit Hours	Term / Year	Grade Change	
				FROM	TO
			/		
Course Title:					

Reason for change:

CHANGE A POSTED IP OR NGR FOR THESIS OR DISSERTATION

Course (Subject #) (Catalog #)	Description	Grade to be assigned to ALL credits

Grade changes for thesis or dissertation only require the Graduate School Dean's signature.

CHANGE A POSTED I OR IP TO PERMANENT INCOMPLETE

Class Number	Course (Subject #) (Catalog #)	Credit Hours	Term / Year	Grade Change	
				FROM	TO
			/		PI
Course Title:					

Reason for change:

AUTHORIZED SIGNATURES

Instructor

Date

Dean of College in which Course Resides

Date

Dean of Graduate School (if graduate level course)

Date

Send original to:



Office of the University Registrar
+6208