Grade Change

Faculty member completes Grade Change Form

- Length of Time
  - One Year or Less
  - Over One Year

Signature of Dean Required

Registrar's Office receives form

Signature/s verified

Unusual Circumstances

- Yes
  - Reviews Request
    - Questioned
    - Approved

- No
  - Change is entered into SIS

Form sent to Imaging Center for scanning and shredding

Process ends