



STANTON UNIVERSITY

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GRADE CHANGE REQUEST FORM

All grades submitted by the instructor and entered in the student records are final and will remain as reported in the student's transcript. Exceptions shall only be allowed in the case of:

- (a) those recorded through mechanical error.
- (b) through an error in the calculation of the grade by the instructor.
- (I) Incomplete

In the latter case (b), the instructor must complete the Grade Change Request Form and submit it to the Assistant Dean/Dean within three (3) weeks from the 11th week of the quarter.

Incomplete (I) is given to students who, in the judgment of the instructor, are unable to complete the requirements of a course before the end of the quarter because of unforeseen circumstances and justifiable reasons. This grade is recorded on the transcript but does not affect the grade point average. To receive credit for the course, Student submits this form along with final coursework to the instructor by the due date. Instructor will evaluate student work within three weeks of the due date. If the work has finished on time, the instructor must fill-out and sign the Grade Change Request Form and submit it to SU Office within the 11th week of the quarter after receiving the Incomplete (I) grade. If the work was not finished on time, an "F" grade will be posted on the student's transcript. For a time extension due to unusual circumstances, a student may file a petition to the SU Office.

To be completed by the Student	
Student's Name :	ID#
Course :	Term/ Year :
Instructor name :	
Reason for request a Change:	
Student signature :	Date:

To be completed by the Instructor	
Course work Due Date:	Date Coursework Received:
Grade Changed from: _____ Original Grade to _____ Final grade	
Reason for Change:	
Instructor signature:	Date:

To be completed by the Academic Department	
Approved	Denied
Dean Signature :	Date: