



Change of Grade Form

Student/Course Information

The student and course information requested below is necessary to complete the change of grade. The information can be reviewed in Self-Service Banner. Inaccurate and/or incomplete information will delay the processing of the change of grade.

Student Name (last, first, middle initial)

NSU ID

Semester/Term

Course Prefix/Number/Section

CRN

Course Credit Hours

Course Start Date: _____ Course End Date: _____

Print Name of Original Instructor

Reason for Grade Change

This form is to be initiated by the instructor to report a grade for the student different from the grade originally submitted on the grade roster. Other than changes for incomplete grades, the university assumes such changes will occur rarely and within a reasonable time period (see catalog/handbook).

Please select a reason or write a brief explanation below.

1. "I" Incomplete to a grade

Reason for removing grade:

Other: _____

Present Grade: _____ New Grade: _____

Signatures: For this form to be accepted by the Office of the University Registrar, **two signatures are required**, one of which must be from the dean/director.

This document [may be signed electronically](#) in the spaces indicated below. By signing this document electronically using Adobe Reader, Mac Preview, or the Microsoft Edge Browser, you are representing that you intend and agree that such electronic signature shall have the same binding effect as a handwritten signature, for purposes of validity, enforceability, and admissibility of this document. Any method of electronic signature other than as above-described may not be acceptable to NSU.

Complete EITHER of the two sections below:

Section 1

Instructor Signature Date

Dean/Director or Designee Signature Date

OR

Section 2

Director/Dean Signature Date

Designee Signature Date