

Grade Change Request Form

POLICY: A change to a posted course final grade assigned by a faculty member may be approved by the instructor of record for the course, Academic Program Lead, or faculty committee appointed by an Academic Program Lead. Grade changes can have registration, satisfactory academic progress, and financial aid implications. For these reasons, it is important that grade changes are submitted to the Office of the Registrar in a timely fashion. A grade change form may be submitted until the Add/Drop deadline—one semester for semester-based courses or two terms for term-based courses—after the original course final grade was posted. For example, if a grade is awarded at the end of the fall semester, a grade change form will be accepted until Add/Drop deadline of the subsequent summer semester for semester-based courses, or summer I term for term-based courses.

INSTRUCTIONS:

This request is to be completed by the **Instructor, Department Chair, or faculty committee** of the course and submit it directly to the Office of the Registrar.

Email: registrar@thechicagoschool.edu or Fax: 312-757-7013

STUDENT NAME: _____ STUDENT ID#: _____

SCHOOL EMAIL: _____ PHONE: _____ CAMPUS: _____

TERM/SEMESTER & YEAR: _____ SESSION: ☐ I ☐ II DEGREE LEVEL: _____ PROGRAM: _____

INSTRUCTOR NAME: _____ COLLEGE: _____

COURSE NUMBER: _____ SECTION: _____ COURSE TITLE: _____

ORIGINAL GRADE: _____ FINAL GRADE: _____
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Please provide letter grades, not numbers or percentages.

REASON FOR CHANGE:

- ☐ Resolution of Incomplete Grade (missing coursework completed)
- ☐ Entry/Clerical Error. Specify: _____
- ☐ Missing Grade/Calculation Error. Specify: _____
- ☐ Grade Appeal Approval. Specify: _____
- ☐ Other. Specify: _____

COMMENT: _____ _____ _____ _____
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FACULTY SIGNATURE: _____ DATE: _____

DEPARTMENT CHAIR/DESIGNEE SIGNATURE: _____ DATE: _____

Department Chair/Designee signature is only required for changing an extension course after failing the required course twice. The grade for the most recent failed attempt of the prerequisite course will be changed.

FOR USE BY OFFICE OF THE REGISTRAR ONLY	
Registrar Processed (Initial & Date):	SAP Status: <input type="checkbox"/> Meeting SAP <input type="checkbox"/> Academic & FA Warning <input type="checkbox"/> Academic & FA Probation