

GRADE CHANGE REQUEST

POLICY: A change to a posted grade assigned by a faculty member may be approved by an instructor, Department Chair, or faculty committee appointed by a Department Chair. 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 full semester or two terms for online students after the original grade was submitted. For example, if a grade is awarded at the end of the fall semester, a grade change form will be accepted until the Add/Drop deadline of the subsequent summer semester or summer I term for online programs. This exception may be applied only to a student enrolled in an extension course after failing the required course twice and who completes course requirements in a prerequisite course in a sequence. The grade change documents that the student has met the course requirements and, therefore, completed the prerequisite for the subsequent course. The grade for the most recent failed attempt of the prerequisite course will be changed. Department Chair approval is required.

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: TCSPPregristrar@thechicagoschool.edu or Fax: 312.757.7013

STUDENT NAME: _____ STUDENT ID#: _____

TCSP E-MAIL: _____ PHONE#: _____ LOCATION: _____

TERM/SEMESER & YEAR: _____ Session: I II DEGREE LEVEL: _____ PROGRAM: _____

INSTRUCTOR NAME: _____ DATE OF REQUEST _____

COURSE NUMBER: _____ SECTION: _____ COURSE TITLE: _____

ORIGINAL GRADE:	FINAL GRADE:
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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:

FACULTY SIGNATURE: _____ DATE: _____

Department Chair/Designee signature is 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.

'DEPARTMENT CHAIR/DESIGNEE SIGNATURE: _____ DATE: _____

FOR OFFICE OF THE REGISTRAR USE ONLY

Registrar Processed: (Initial & Date)	SAP Status: <input type="checkbox"/> Meeting SAP <input type="checkbox"/> Academic& FA Warning <input type="checkbox"/> Academic & FA Probation
Check current course schedule for impact on Requisite Course:	Does this change affect Graduation Date? <input type="checkbox"/> No <input type="checkbox"/> Yes-Revised Grad Date:
Is this course on the student's current schedule? <input type="checkbox"/> No <input type="checkbox"/> Yes-if yes, unregister the course	