OFFICE OF THE REGISTRAR

GRADE CHANGE REPORT FORM

PLEASE RETURN TO THE ACADEMIC DEAN'S OFFICE

STUDENT'S NAME	COURSE
Last First M.I.	❑ Fall ❑ Spring Year:_____ CRN:_____ Department Course # Section #
REASON FOR REQUESTING CHANGE	
GRADE SUBMITTED	NEW GRADE
SIGNATURE OF PROFESSOR	PRINTED NAME OF PROFESSOR & DATE
APPROVAL BY DEAN OF THE COLLEGE	DATE

- Once a grade has been reported to the Registrar's Office, it may not be changed unless the change has been requested by the instructor and approved by the Dean of the College. Grade changes need to be submitted to the dean of the College for approval by **no later than Roll Call of the subsequent semester.** *Dickinson College Bulletin*

- Once a grade has been submitted to the Registrar's Office it cannot be changed unless the professor finds that an error in computing the grade or in transferring it from the grade book to the grade sheet has occurred. *Faculty Handbook*

Registrar's Office Use Only

Student ID#:_____ Date:_____
SHATERM original term GPA:_____ Updated term GPA:_____
SHATERM original cum GPA:_____ Updated cum GPA:_____
Changed:_____ Proofed:_____ DL?_____ Prob?_____

Revised 1/12