



UNIVERSITY OF ALASKA SOUTHEAST
CHANGE OF GRADE FORM

Juneau Campus
Ketchikan Campus
Sitka Campus

Instructor: Please fill out and submit form to Registrar

Student Name _____ ID No _____

Course Title _____

Course Ref No _____ Course Subj _____ Course No _____ Section _____ Credits _____

Semester/Yr. Course Began _____ Month/Yr. Work Completed _____ Grade Changed: From _____ To _____

Instructor's Name _____

Instructor's Signature _____ Date _____

- Changing from one letter grade to another requires written reason and approval by signatures below.
- I (Incomplete) grades can be changed by the instructor within one year or less, as set by the incomplete contract, not to exceed 1 year. See UAS policy and practice at: <https://uas.alaska.edu/provost/docs/AcademicAffairsPolicies/2011BORUASPolicyIncompleteGrades.pdf>
- DF (deferred) grade change requires instructor signature only.
- NB grades cannot be changed.

Reason for change:

Approved _____
Not Approved Dean's Signature _____ Date _____

Approved _____
Not Approved Registrar's Signature _____ Date _____

Date Grade Change Input _____ By _____ Student Notified _____