



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Grade Change Request

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Student Name:	EID: E
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Section CRN:	Subject Prefix:	Course Number:	Course Title:
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Semester:	Year:	Original Grade:	New Grade:
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Note: All Failure (F) and Incomplete (I) grades must include Last Date of Attendance (LDA). If you are assigning one of these grades, please indicate Last Date of Attendance below:

Last Date of Attendance:

REASON FOR GRADE CHANGE:

- Grade miscalculation
 Grade entered incorrectly
 Misplaced work was found

Other (please describe)

 Instructor Printed Name

 Instructor Signature and Date

Following signatures needed if: changing an N/I/P to a grade after one year, or if making a grade to grade change.

Department Head/School Director Signature:	Dean Signature:
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Grade Change Policy/Signature Requirements

- All grade changes submitted for posting through the Office of Records and Registration must have an instructor's signature.
- Grades of "W" cannot be assigned by faculty. Students must initiate the withdrawal.
- Note: Graduate thesis, capstone and independent study courses must have department head and dean signature if being submitted after the close of the semester three years after the course. (e.g. FA15 course must have department head and dean signatures if submitted after the last date of the FA18 semester.)
- Without expressed approval from the Office of the Provost, no grades (excluding graduate field-based research, internships and dissertation hours) will be changed more than three years following the close of the semester of the course. Based on Board of Regents policy, no grades will be changed after degree conferral.

PLEASE SUBMIT THIS FORM TO THE OFFICE OF RECORDS AND REGISTRATION, 303 PIERCE HALL.

NOTE: THIS FORM WILL NOT BE ACCEPTED IF GIVEN TO THE STUDENT FOR DELIVERY.