

UNIVERSITY *of* ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629

CHANGE OF GRADE

Change of Grade forms will not be accepted if submitted by the student.

Faculty members submitting grade changes must provide a detailed explanation below of the reason for the grade change.

- **A grade may not be changed unless a grading error has been made on the part of the faculty member.**
- Corrections of grading errors must be made by the last day of the next regular semester (excluding summer) following the one in which the grade was originally assigned.
- Incomplete grade (I): If coursework is not completed by the contract deadline (not to exceed one year) and the faculty member does not submit a Change of Grade Form at that time, the incomplete will become a permanent grade.
- Deferred grade (DF): If coursework is not completed prior to fulfilling graduation requirements or if the student fails to maintain enrollment for one year, the DF will become a permanent grade. The student will need to re-register to obtain credit for the course.
- No basis grade (NB): This is a permanent grade.

Student name: _____ Student ID number: _____

Semester: FA SP SU Year: _____

Subject (e.g. MATH): _____ Course number (e.g. A105): _____ Current grade: ____ Change to: ____

Please provide a detailed explanation below for your change of grade request.

Faculty Member Name	Faculty Member Signature	Date

Chairperson Name	Chairperson Signature	Date

College Dean/Community Campus Director Name	College Dean/Community Campus Director Signature	Date

For Office Use Only

Date entered: _____ By: _____