



Northern Michigan University  
 Registrar's Office  
 C.B. Hedcock, Room 2202  
 1401 Presque Isle Avenue  
 Marquette, Michigan 49855  
 Phone: 906-227-2278  
 Fax: 906-227-2231  
[www.nmu.edu](http://www.nmu.edu)

## Change of Grade Form

### Procedure for Changing Improperly Recorded Grades

If a student believes that a clerical error has been made in awarding the final grade for a course, he or she should meet with the instructor to determine if there has been an error. A change of grade is normally allowed only for clerical error. Requests for a grade change must be signed by the instructor of the course and the head of the department before being referred to the college dean for review. If a grade is changed, the Registrar's Office will notify the student of the change. Grade changes must be received by the Registrar no later than the fifteenth working day of the following semester (exclusive of the summer session). Students who believe they have been unfairly graded in a course should follow the appeals procedure outlined in the *NMU Student Handbook*. -Excerpt from the 2004-2005 NMU Undergraduate Bulletin, page 26.

<b>Registrar:</b>	
<b>I would like to have the grade of the following student:</b>	
<b>NAME:</b>	_____
	<b>Last                      First                      Middle Initial</b>
<b>NMU IN:</b>	_____
<b>FOR:</b>	_____
<b>Course ID Number</b>	<b>Course Title</b>
_____	_____
<b>Credit Hours</b>	<b>Semester &amp; Year</b>
_____	_____
<b>Change from the grade of _____ * to _____ because of the following reason:</b>	
_____	
_____	
_____	
_____	
_____	
<b>Print Name of Instructor</b>	
_____	_____
<b>Signature of Instructor</b>	<b>Date</b>
_____	_____
<b>Signature of Department Head*</b>	<b>Date</b>
_____	_____
<b>Signature of Dean*</b>	<b>Date</b>
_____	_____
*If this form is used for I, X, R or MG grade change, only the instructor's signature is required.	

**For Office Use Below:**

Grade Change Processed

\_\_\_\_\_ Date Processed

\_\_\_\_\_ Processor Initials