GRADE CHANGE CARDS:

1. It is important that all areas are completed, including:
   a. Student Name
   b. DawgTag#
   c. Course Title AND CRN
   d. Course Number AND Section
   e. Semester and Year Taken
   f. Number of hours
   g. Original Grade
   h. Grade being submitted
   i. Date the work was completed
      i. Please be sure that the date entered is the date the student completed
         the work and not the date that the card is being filled out. If the date
         falls outside of the one year mark, the card will be returned. This date is
         also used when a student has applied to graduate and we are waiting on
         a grade change before the degree is awarded. If the date is within the
         one year timeframe the degree can be awarded for the term in which the
         student applied. If the date is after the one year mark the student can
         either be rolled to the next term, or may have to re apply to graduate.

2. Reason for Change:
   a. If the grade change card is for a course over 1 year past, a memo must
      accompany the card explaining the circumstances for the change.
   b. If the change of grade is extreme (more than 1 letter grade or WF to a grade), a
      memo must accompany the grade change card----no matter the timing.

3. Instructor of Record: The Instructor of Record must sign the grade change card, unless
   they are no longer employed by the university. If the instructor is no longer employed
   by the university the Dean/Chair may sign in the instructor place with a memo attached
   stating that the instructor is no longer employed.

   If the instructor is unavailable (out-of-town for an extended period), an email from the
   instructor must accompany the grade change card and the Dean/Chair can sign for the
   instructor.

4. If the original grade was “NS”, a Grade change card needs to be submitted. A memo or
   email from the instructor of record needs to accompany the card explaining the error.