Instructions: Completed grade change forms must be submitted to the Registrar’s Office ([registrar@canton.edu](mailto:registrar@canton.edu) or fax: 315.379.3819) **no later than the ninth week of the subsequent semester** (see p. 157 of the [Policies & Procedures Manual](http://www.canton.edu/policies/ppm.pdf)).

Please keep in mind that Incomplete (“I”) grades must be made up **within 10 class days of the onset of the subsequent semester**. (The exact date is listed on the current [Academic Calendar](http://www.canton.edu/academic/calendar/).)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT INFORMATION** | | | | | | | | | | | | | | | | | | |
| **Last Name** | | |  | | | | | | | **First Name** | | |  | | | | **MI** |  |
| **Student ID#** | | | | | -  - | | | | | **Curriculum #** | | | |  | | | | |
| **COURSE & GRADE INFORMATION** | | | | | | | | | | | | | | | | | | |
| **Term** | Spring 20    Summer 20    Fall 20    Winterterm 20 | | | | | | | | | | | | | | | | | |
| **Course#** | |  | | | | | **Section#** | |  | | **Course Title** | | | |  | | | |
| **Original Grade** | | | | | |  | | | | | | **NEW Grade** | | | **Note: If you are assigning a grade of “F” you must add the date the student last attended class** **-****-** | | | |
| **Reason For Change** | | | |  | | | | | | | | | | | | | | |
| **APPROVAL** | | | | | | | | | | | | | | | | | | |
| **Instructor Signature** | | | | | | | |  | | | | | | | | **Date** |  | |
| **Department Chair Signature** | | | | | | | |  | | | | | | | | **Date** |  | |
| **School Dean Signature** | | | | | | | |  | | | | | | | | **Date** |  | |