Instructions: Completed grade change forms must be submitted to the Registrar’s Office (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/).)

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| --- |
| **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** |       |