Grade Change Procedures

What: There may be some cases that you will need to change the grade of a student. Some of the reasons may be:

1. Computational or computer calculation error.
2. Change an Incomplete, "I", grade to a letter grade.

Grades may only be changed for one academic semester. Grade changes over one academic semester may be made only if an error has occurred on the part of the instructor, division, or registration.

Instructors may not give students a “W” as a grade or change a student’s grade to “W”.

How: To change the grade you need to obtain and complete the Official Change of Grade form available in the divisional offices at each campus.

Complete the form; retain the pink copy for your records and give the remaining copies to your dean.

Where:

- Milwaukee Campus: Ext. 76824, Room S115
- Mequon Campus: Ext. 82300, RoomA110
- Oak Creek Campus: Ext. 54735, RoomA106
- West Allis Campus: Ext. 65310, Room 114
OFFICIAL CHANGE OF GRADE

NAME _______________________________ STUDENT I.D. # ________________
(First) (Social Security Number)

ACADEMIC YEAR ______________________ CAMPUS/LOCATION ______________

Associate Degree □ Diploma □ Apprentice □ High School □ Other □

Day □ Eve □ Wknd □ Spr 1 □ Spr 2 □ Sum 1 □ Sum 2 □

CHANGE STUDENT'S GRADE ______________ SUBJECT ______________________

________________________________________________________________________

COURSE TITLE ______________________ DEPT __________ COURSE ____________

PREVIOUS GRADE OF __________________________ NEW GRADE OF ____________

________________________________________________________________________

INSTRUCTOR NAME & TITLE ____________________________ INSTRUCTIONAL DEAN & DATE

 الدولة — Rev. Copy Campus — Student's Copy Pink — Instructional Dean's/Instructor's Copy

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