



Office of Records and Registration
Miles Connor Administration Building, Room 138
2500 West North Ave., Baltimore, MD 21216
Phone (410) 951-3700 | Fax (410) 951-3701

CHANGE OF GRADE FORM

INSTRUCTIONS: Please complete all sections of this form including the student's address and the reason for changing the grade. Sign the form and forward it to the appropriate Chairperson and Dean. Forms submitted after the deadline must be approved by the Provost & Vice President before forwarded to the Office of Records and Registration.

Student's Name: _____
LAST FIRST MIDDLE

Student's ID Number: _____ Academic Year and Semester: _____
Semester Year

GRADE CHANGE

1) Course Information _____
DISC CODE / COURSE NO. / SECTION NO. / CREDIT HOURS

2) Grade Change From _____ To _____

_____/DATE_____
Instructor's Signature

_____/DATE_____
Chairperson's Signature

_____/DATE_____
Dean's Signature

_____/DATE_____
Vice President/Provost

_____/DATE_____
Registrar's Signature

PLEASE INDICATE THE REASON FOR THE CHANGE HERE
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THE PROVOST and VICE PRESIDENT of ACADEMIC AFFAIRS' signature is only required if this form is submitted after the scheduled deadline.