



Office of Records and Registration
Miles Connor Administration Building, Room 138
2500 W. North Ave., Baltimore, MD 21216
Phone (410) 951.3700 Fax (410) 951.3713

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: _____
Year Semester

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.