



Registrar's Office  
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# Change of Grade Form

NMU's Grade Change Policy can be found here: [nmu.edu/registrar/grades](http://nmu.edu/registrar/grades)

Registrar:

I would like to correct an error in the grade of the following student:

NAME: \_\_\_\_\_  
Last First Middle Initial

NMU IN: \_\_\_\_\_

FOR: \_\_\_\_\_  
Course ID Number Course Title  
\_\_\_\_\_  
Credit Hours Semester & Year

Change from the grade of \_\_\_\_\_ \* to \_\_\_\_\_ because of the following reason:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name of Instructor

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Academic Dean\*

\_\_\_\_\_  
Date

*\*If used for changing an I, X, R or MG grade, only the instructor's signature is required.*

**For Office Use Below:**

Grade Change Processed

\_\_\_\_\_  
Date Processed

\_\_\_\_\_  
Processor Initials