

**Procedure for Changing Improperly Recorded Grades**

If a student believes that a clerical error has been made in awarding the final grade for a course, he or she should meet with the instructor to determine if there has been an error. A change of grade is normally allowed only for clerical error. Requests for a grade change must be signed by the instructor of the course and the head of the department before being referred to the college dean for review. Grade changes must be received by the registrar no later than the 15th working day of the following semester (exclusive of the summer session). Students who believe they have been unfairly graded in a course should follow the appeals procedure outlined in the [NMU Student Handbook](#).

## Change of Grade Form

Registrar:

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

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

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