



Grade Change Request (Instructor Use Only)

Office of Advising & Registration
4th Floor, Dewar Union
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4435; Fax: 607-431-4260

This form must be completed and submitted to the Office of Advising and Registration by the instructor issuing the grade. It will not be accepted otherwise. **Use this form to submit final grade change requests only.** Do not use this form to submit final grades for incompletes. The form for updating incomplete grades is available in the Office of Advising and Registration.

Instructor: _____

Term & Course (dept/#/title): _____

Student Name: _____

Old Grade: _____ New Grade: _____

Is this grade change being requested because of a clerical error? YES NO

If YES: Use the space below to describe the clerical error that resulted in the grade being misreported. Have you made sure that you did not make any clerical errors on other students' grades? YES NO

If NO: Explain why you are requesting this grade change and answer all the questions below:

Were other students in this class in the same situation as the student above? YES NO

Have all the students been given the same consideration? YES NO

Did you allow this student to turn in work late? YES NO

If YES, were all of the students given this opportunity? YES NO

Did you re-grade work for this student? YES NO

If YES, did you re-grade the same work for all the students? YES NO

Instructor Signature

Date