



KUTZTOWN UNIVERSITY OF PA
Kutztown, PA 19530

GRADUATE CHANGE OF GRADE FORM

To be used for all changes in student's grades. Changes from "I" (Incomplete) to a letter grade do not require a Department Head or Director's approval. All other changes in grades must be approved by the Department Head or Director. **Graduate courses will be accepted up to ten weeks into the following regular semester succeeding the semester in which the original grade of (A,B,C,F) was given.**

Change of Incomplete grades for Graduate courses except Thesis course grades will be accepted up to one calendar year from the end date of the semester in which it was given. Change of Incomplete for Graduate Thesis courses will be accepted up to the end of six years after the student's initial enrollment in the Graduate School.

No grade changes will be accepted by the Registrar's Office after the applicable date. Any grade changes to be made after this time must have the approval of the Graduate Exceptions Committee.

Change of grade submitted within applicable policy deadline (*See Above*):

Was an Incomplete **Grade Extension From** completed for this grade change?

_____ Student's Name	_____ Student ID Number	_____ Semester Taken	_____ Year Taken
_____ Course Sub	_____ Course Number	_____ Course Section	_____ Course Title
_____ Original Grade			_____ Course Credits

I would like to officially change the grade identified above to a revised grade of _____
(New Grade)

Reason for change:

_____ Professor's Name	_____ Professor's Signature	_____ Date
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_____ Dept. Head or Director's Signature	_____ Date
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Registrar's Office