



KUTZTOWN UNIVERSITY OF PA
Kutztown, PA 19530

UNDERGRADUATE 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. **Change of grade for all Undergraduate courses will be accepted up to Ten weeks into the following regular semester succeeding the semester in which the original grade was given.**

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 Undergraduate 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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By Signing this form you are approving the above grade change. To reject this form please click on **Other Actions** and click Decline to sign. This action will send this form back to the professor with your reason to decline to approve this change.

Dept. Head or Director's Signature	Date
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Registrar's Office