

UNIVERSITY OF SOUTHERN MAINE

GRADE CHANGE FORM

NOTE: Students will receive either a revised grade report or an unofficial copy of their transcript as notification of this change. No posting or notification will be done for students improperly registered for the course.

I. INSTRUCTIONS: Section I may be completed by the instructor or the student.

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

STREET \_\_\_\_\_ STUDENT ID# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CITY/STATE \_\_\_\_\_ GRADE CHANGE \_\_\_\_\_ CREDIT CHANGE \_\_\_\_\_  
(Check one)

SEMESTER OF COURSE: FALL \_\_ SPRING \_\_ SUMMER \_\_ WINTER \_\_ YEAR \_\_\_\_\_

COURSE: / . . . / / . . . / \_\_\_\_\_  
Department Number CRN # Title of Course  
ie: ENG 120H P1234

\_\_\_\_\_  
Instructor (Please Print)

Grade Previously Submitted by Instructor (Circle one)  
I A B C D F W P MG (missing grade) L INC

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II. INSTRUCTIONS: Section II must be completed by the instructor of record.

NEW GRADE

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

CREDITS

Signature of Dean\*  
See note\* \_\_\_\_\_

/ . / . / . /  
Withdrawal Date

\*Letter grade changes and grades of W and INC (Permanent incomplete) require the dean's signature.

INSTRUCTOR COMMENT:

\_\_\_\_\_

DISTRIBUTION: 1. Original to Registrar - 37 College Avenue, Gorham, ME 04038. Fax: 207-780-5517  
2. Copy to Instructor