



**College of
Menominee
Nation**
KESHENA • GREEN BAY

CHANGE OF GRADE

Grades submitted by the instructor upon completion of a course are assumed to be the students' final grades and become part of the students' permanent record. A grade may not be changed unless submitting a grade for an incomplete or for a mitigating circumstance, which must be explained. The deadline for submitting grade changes is 10 business days after the end of the semester in which the student took the class, unless fulfilling an incomplete or a grade appeal is in process.

Date Student ID

Student Name

Semester Session

Course Number, Section and Title

Current Grade New Grade

Reason for change:

Instructor Signature:

If this request is after the 10 business day deadline, the Chief Academic Officer must approve this request.

Chief Academic Officer Signature Date

For office use only

<p>_____</p> <p>Date received and initials Original/ Student academic file</p>	<p>_____</p> <p>Date processed and initials Scanned copies to student and instructor</p>
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Change of Grade Procedure

1. The instructor will submit a completed form to the Registrar.
2. The Registrar will date and initial submission.
3. The Registrar will enter the revised grade in Empower and will date and initial form to indicate change of grade was processed.
4. The Registrar will scan the document and email to student and instructor. The email will serve as official notification that the grade was changed.
5. The original form will be placed in the student's academic file