



Grade Change Request

(See Article 6.2 of the Graduate School Policy Handbook for guidelines)

This form is submitted to the Graduate School, Room N204

Student Name: _____ BCM ID #: _____

Graduate Program: _____ Are you in the MD/PhD Program? Yes No

CURRENT POLICY REGARDING GRADE CHANGES: Grade changes for other than numerical error are discouraged. If an exam is re-evaluated, all students' answers to the affected sections of the exam are subject to review. Grade alterations affecting one student only, must be justified on the basis of a mathematical or related error. Requests to change grades must be submitted in writing by the course instructor, with the approval of the program director, to the Promotions Committee within 2 terms of the recording the original grade. The request must specifically state the reason for the change.

THIS SECTION MUST BE COMPLETED BY THE COURSE DIRECTOR

SECTION A - FOR THE RESOLUTION OF GRADES OF (I) INCOMPLETE

Course Number:		Course Title:	
Term:	Year:	Course Director:	
Details of why was an incomplete given:		Details of how the incomplete was resolved/completed:	New Final Grade:

SECTION B - FOR A CHANGE TO A PREVIOUSLY POSTED FINAL GRADE

Course Number:		Course Title:	
Term:	Year:	Course Director:	
Details of why a grade change is being requested, including justification:			Original Grade of: _____ should be changed to: _____

Required Approvals

Course Director: _____
Signature Date

Graduate Program Director: _____
Signature Date

ALL GRADE CHANGES MUST BE APPROVED BY THE GSBS PROMOTIONS COMMITTEE

Promotions Committee Chair: _____
Signature Date