Office of the Registrar – Vancouver Campus
GRADE CHANGE FORM

Instructions:
1. Instructor fills out the form.
2. Instructor emails the form with their approval from their Adler email account to the student's Program Director's Adler email account.
3. Program Director signs their name in the Program Director Approval field and dates the form, and emails the form from their Adler email account to the Office of the Registrar at vanregistrar@adler.edu.
4. Form accepted via e-mail only. Forms dropped off or faxed will not be processed. Due to regulations, in order to protect the privacy of student academic records, please do not leave form in the mailbox in the mailroom

Student Information:

Student Last Name:

Student First Name:

Student ID:

Date Student has completed all course requirements - *please do not leave blank*:

Course Information:

Term and Year: Fall

Spring   Summer

Course Prefix, No., & Section (e.g. MACP-201-VANA):

Title:

Grade Change Information:

Final Grade:

Reason for grade Change:

APPROVAL SIGNATURES:

Instructor Approval: _____   Date: _____

Program Director Approval: _____   Date: _____

NOTES:
* Signature of the Program Director is required. For adjunct faculty, the Program Director's signature should be the Program Director of the student's program.
** The signature of the Program Director **IS NOT** required when changing incomplete or in progress grades.
# If the incomplete or in progress grade has already been changed to a failing grade, the Program Director's signatures **IS** required. Please check the student's grade before submitting form.
Grades change requests outside of the current term or the previous term require the Executive Dean – Vancouver Campus signature.

Registrar's Office Use Only:
Rep Initials & Date Received: _____   Rep Initials & Date Processed: _____