Change of Grade Form

Note for Instructors: Complete this form to change a student's final course grade. Then submit, with appropriate signatures, to the Registrar's Office in a *signed and sealed university envelope* **or** *scan and send from Mines email to Hallie.Vigil@sdsmt.edu* .

Print Student Name:_____   SID #:_____

Course Information

Semester Course was taken: ☐ Fall   ☐ Spring   ☐ Summer   _____
                                                                                                          Year

Prefix	Course #	Section #	# of Credits	Former Grade	New Grade

Date Course work completed:_____

Reasons for Grade Change

☐Error in original grade (including miscalculation, transcription error, spreadsheet error, reevaluation of student work, or inadvertent exclusions of student work).

☐Course work has been submitted to remove an incomplete ("I") grade. **Please submit this form with the original "Incomplete Grade Contract".**

☐Instructor did not submit the grade before the semester (or summer term) deadline.

☐Other: _____

Signature

Print Instructor's Name:_____

Instructor Signature:_____   Date:_____

For Registrar's Office Use Only

Processed by:_____   Date:_____

Revised 05/17/2023