Grade Change Form
Ed.D. Program with a Specialization in Educational Leadership or Higher Education (students matriculated after January 1, 2008)

Student Name:                      Student ID:

The above named student should receive a grade change for the following seminar:

Seminar Title:
Seminar Number:
Semester & Year:
Former Grade From:
To Revised Grade:

Reason for Change:______________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Faculty Name:______________________________________________________________
Faculty Signature:___________________________________________________________
Date: __________________________
Ed.D. Dean or Ed.D. Director__________________________________________

Signature           Date

Any grade change must be made by the faculty of record, or in the absence of the faculty, by the Ed.D. Dean or Director. Request for grade changes must be made more than six (6) months after the initial grade determination, must also be approved by the Ed.D. Dean or Ed.D. Director. Grade changes will not be made without sufficient justification whether provided by the faculty of record, the Ed.D. Dean or Ed.D. Director, or the student. This form must be mailed or brought by the faculty or Ed.D. Dean or Ed.D. Director to the UI&U Registrar’s Office. This form will not be accepted from a student.