GRADE CHANGE FORM

SECTION 1: (may be completed by the Instructor or Student)

TODAY’S DATE ________________

STUDENT’S NAME: ____________________________________________________

MAINESTREET ID# ___________________ DATE OF BIRTH __________
(7 digits)

SEMESTER OF COURSE: SPRING 20____ SUMMER 20 ____ FALL 20____ WINTER 20____

COURSE REFERENCE # (___________) DEPT _______ NUMBER _______
  le: (12345) ENG 120

TITLE__________________________________________________________________

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SECTION 2: (Must be completed by Instructor of Record)

Instructor’s Name (PRINT): ______________________________________

Instructor’s MaineStreet ID #: ___________________________________

Grade Previously Submitted Instructor (Circle One) I A B C D F W P MG (missing grade) L INC

ENTER NEW GRADE _______ NUMBER OF CREDITS ______ Withdrawal date _________

Signature of Instructor: ___________________________________________

Signature of Dean (if required): _________________________________

Dean’s signature required for letter grade changes and grades of W and INC (permanent incomplete).

Extended Incompletes are no longer a valid grade.

Instructor Comment:_____________________________________________________________________
__________________________________________________________________________________

RETURN FORM TO: Registration & Scheduling Services, 37 College Ave, Gorham, ME 04038 or Fax 207-780-5517