GRADE CHANGE FORM

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

TODAY’S DATE ______________

STUDENT’S NAME: ____________________________________________

MAINESTREET ID# _______________________ DATE OF BIRTH __________

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

COURSE REFERENCE # (__________) DEPT __________ NUMBER _______

Ie: (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: _____________________________________________

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RETURN FORM TO: Registration & Scheduling Services, 85 Bedford Street, Portland, ME 04101
or Fax 207-780-5517

Registration & Scheduling Services 08/2018