

## GRADE CHANGE FORM

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

TODAY'S DATE \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

MAINE STREET ID# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
(7 digits)

SEMESTER OF COURSE: SPRING 20\_\_\_\_ SUMMER 20 \_\_\_\_ FALL 20\_\_\_\_ WINTER 20\_\_\_\_

COURSE REFERENCE # (\_\_\_\_\_) DEPT \_\_\_\_\_ NUMBER \_\_\_\_\_  
Ie: (12345) ENG 120

TITLE \_\_\_\_\_

\*\*\*\*\*

### 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, 85 Bedford Street, Portland, ME 04101  
or Fax 207-780-5517