



UNIVERSITY of MARYLAND  
EASTERN SHORE

OFFICE of the REGISTRAR

Student Development Center, Suite 1120

1 Backbone Road Princess Anne, Maryland 21853

[registrar@umes.edu](mailto:registrar@umes.edu) | Phone: (410) 651-6413/6414 | Fax: (410) 651-7844

**OFFICIAL GRADE CHANGE**

- Submission of this form authorizes change to student's official grade and academic record.
- Grade change submissions must comply with policy below. Signatures confirm compliance.

**Grade Changes**

- Initial grade submissions considered permanent
- Additional student work performance/submission may not be used to enhance existing grade
- Grades that have been submitted to the Office of the Registrar can be changed only by submitting the official change of grade form certifying that either an error was made in recording the grade, the grade was omitted on the official grade roster, or work has been completed to remove the grade of 'I.' Courses in which students officially withdraw and the grade of 'W' has been recorded do not qualify for the change of grade process.
- Grade changes must be initiated by the instructor on the required change of grade form available in the Office of the Registrar. Such petitions require the approval of the department head and the dean of the instructor's school before the Registrar will make changes on the student's record.
- Any grade change must be received in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the semester succeeding the one in which the grade was given or omitted. For a winter term, the changes are due in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the succeeding Spring semester. For a summer term, the changes are due in the Office of the Registrar no later than 60 calendar days immediately following the beginning of classes in the succeeding Fall semester. If a student is not enrolled in the succeeding semester, then the grade change is due 60 calendar days following the beginning of classes in the next regular semester.
- For courses in which the grade of 'I' (Incomplete) has been awarded, the work must be completed and the terminal grade must be submitted by the end of the next semester of enrollment, otherwise the "I" becomes "W."

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_

Course Subject	Catalog Number	Section Number	Credit Hours	Course Title	
Initial grade assigned in following term: _____ Semester _____ Year				From Grade:	To Grade:

**Grade change rationale:**

- Change Incomplete to Letter Grade \_\_\_\_\_ (Grade)
- Original Grade Discrepancy or Missing Grade \_\_\_\_\_ (Grade)
- Credit Earned by Special Examination \_\_\_\_\_ (Grade)
- Other: \_\_\_\_\_

Instructor Signature:	Date:
Chairperson Signature:	Date:
Dean Signature:	Date:

**To Be Completed by The Office of the Registrar**

Processor Signature:	Date:
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