



**HARTWICK  
COLLEGE**  
est. 1797

# Grade Change Request (Instructor Use Only)

Office of the Registrar  
1st Floor Bresee Hall  
Hartwick College  
Oneonta, NY 13820

**For office use only:**

Approved: YES / NO

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete this form and return it to the Office of the Registrar to be heard at the next Committee on Academic Standards meeting. **Use this form to change a final grade ONLY.** Do not use this form to submit a final grade for an incomplete, unless the incomplete has expired, in which case this form must be used. The form for issuing a grade for an incomplete grade is available on the Registrar's Office website.

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Term: \_\_\_\_\_ Course (i.e. ACCO-101-A): \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Old Grade: \_\_\_\_\_ New Grade: \_\_\_\_\_

Is this grade change being requested because of a clerical error?  YES  NO

**If YES:** Use the space below to describe the clerical error that resulted in the grade being misreported. Have you made sure that you did not make any clerical errors on other students' grades?  YES  NO

**If NO:** Explain why you are requesting this grade change and answer all the questions below (use additional sheet of paper if needed):

Were other students in this class in the same situation as the student above?  YES  NO

Have all the students been given the same consideration?  YES  NO

Did you allow this student to turn in work late?  YES  NO

If YES, were all of the students given this opportunity?  YES  NO

Did you re-grade work for this student?  YES  NO

If YES, did you re-grade the same work for all the students?  YES  NO

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**