Grade Change Card

Student Name: _____   **ID (Dawgtag)** | 8 | 5 | | | | | |

<div style="text-align:center; font-size:smaller;">Last   First   Middle</div>

Subject, Crs. Number, Section _____ CRN _____ Sem. Hrs. _____ Sem./Yr. Taken _____

Course Title _____ Original Grade _____ Grade Now Being Submitted _____

Reason for Change _____ Date Student Completed Course _____

Date _____ Instructor Signature _____ Print Last Name _____

Note: Completed grades submitted at the end of a semester are final and may not be changed later. If you have any questions, contact Academic Records at 618-453-2999 or the Registrar's Office at 618-453-2963.

Dept. Chair/School Dir. Signature _____

Dean's Signature _____

Graduate Dean's Signature _____
Both Dean's Signatures are required for graduate students

Provost _____

This PDF should be completed and signed by the primary instructor of record. All Grade Change Card PDF forms must be signed digitally and are to be submitted to the Registrar's Office email Registrar@siu.edu by the school/department or the Dean's office.

Completing the Grade Change Card (All fields must be completed)
The instructor is to complete the top half of the grade change card with the accurate information for the semester in which the course was taken.

- **Student Name** and **Dawgtag** must correspond.
- **Course Title** along with the **Subject, Crs. Number, and Section** must correspond with the **CRN**. *Each course section is assigned a unique five-digit CRN each semester. Spring semester numbers begin with a 2, summer begins with a 4, and fall begins with a 6.*
- **Sem./Yr. Taken** refers to the initial registration term in which the Original Grade was assigned.
- **Grade Now Being Submitted** along with a **Reason for Change** provide an explanation as to why the original grade is being changed. *An error in assignment or calculation is the most common and acceptable reason for a grade change. When assigning a grade for an INC, the reason might be "work completed", or similar phrase.*