

Grade Change Card

Student Name:	_____	ID (Dawgtag)	8	5							
	<small>Last</small>	<small>First</small>	<small>Middle</small>								
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 618-453-2993 or the Registrar's Office at 618-453-2963.	Dept. Chair/School Dir. Signature	_____
	Dean's Signature	_____
	Graduate Dean's Signature	_____
	<i>Both Dean's Signatures are required for graduate students</i>	
	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 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*