



**Office of the Registrar**

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**CHANGE OF GRADE**

**Error in Assigned Grade**

- An original grade assigned in error by the faculty member of a course may be changed within 90 days of the end of semester for which the grade was assigned or in the case of a resolution of an **I** or **X** grade, within 90 days of the filing of that grade.

Fall     Spring     Summer I     Summer II    |    Year: 20\_\_ \_\_

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Title: \_\_\_\_\_

Original grade assigned in error: \_\_\_\_\_

**Change grade to:** \_\_\_\_\_

**Faculty Certification** *By my signature, I authorize the change of grade as stated above.*

Faculty Name \_\_\_\_\_ Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**Resolution of Temporary Grade (I or X)**

- An I or X grade must be resolved within 30 days of the opening of the following semester.
- If not resolved, the **X** becomes a permanent **F\***; the **I** converts to the grade specified by the course instructor on the Incomplete Form Contract, or an **F\*** if no grade is specified.

Fall     Spring     Summer I     Summer II    |    Year: 20\_\_ \_\_

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Title: \_\_\_\_\_

Temporary grade assigned by faculty: \_\_\_\_\_

**Change grade to permanent:** \_\_\_\_\_

**Faculty Certification** *By my signature, I authorize the change of grade as stated above.*

Faculty Name \_\_\_\_\_ Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Grade Changed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ | Grade Verified By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_