

Ferris State University

Grade Change Form

Please use this form when:

- 1) Submitting a grade change for a course that ended greater than one year ago.
- 2) An error in the grade change workflow process prevented online submission.
- 3) To change a grade to "I" or "IP".

Instructions:

- 1) **Complete** each field below.
- 2) **Signatures** of the Instructor requesting and Department Head/Chair approving the grade change are required.
 - The Dean of the College must sign on grade changes greater than one (1) year ago.**
- 3) **Submit** this form to the Registrar's Office via email Ferris email (registrar@ferris.edu) or interoffice mail (CSS201).

****All fields are required.**

Student Name: _____ Student Number: _____
College: _____ Academic Program: _____
Course Prefix _____ Number _____ Section Code _____ Semester _____ Year _____
Original Grade in Course: _____ Credit Hours: _____ Change to: _____

Signatures:

Instructor: _____ Date: _____
Printed Name: _____

Approval:

Instructor's Dept. Head/Chair: _____ Date: _____
Printed Name: _____

Dean of the College** : _____ Date: _____
Printed Name: _____

Registrar's Office: _____ Date: _____
Printed Name: _____

Registrar's Office
1201 S State Street, CSS 201, Big Rapids, MI 49307
registrar@ferris.edu | 231-591-2792