

# 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.

### **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](mailto: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: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

### **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](mailto:registrar@ferris.edu) | 231-591-2792