



GRADE CHANGE FORM

Return completed form to the Office of the Registrar via email at registrar@wku.edu.cn. Grade changes will be reflected in students' KeanWISE accounts two weeks from receipt. **This form should not be given to a student at any time.**

Student's Last Name:	Student's First Name:	Student's ID #:
----------------------	-----------------------	-----------------

Acceptable Grades: Undergraduate: A, A-, B+, B, B-, C+, C, D, F, IN, IP, P, S, U Graduate: A, A-, B+, B, B-, C+, C, F, IN, IC, CG, NC

1) Grade changes older than two years require a separate, written justification from the instructor to be submitted to the respective Dean's Office. If the Dean approves, the form and justification is sent to the Office of the Provost for final approval. The final approval is then sent to the Office of the Registrar, along with a signed copy of the form, for processing. Forms not approved will be returned to the Dean's office.
 2) AU, W and NA grades cannot be changed using this form. See the [University Catalog](#) for policies governing these grades.

<input type="checkbox"/> Fall 20__	<input type="checkbox"/> Spring 20__	Subject	Course #	Section	Course Title	UG	UG	GR	GR
<input type="checkbox"/> Winter 20__						Previous Grade	New Grade	Previous Grade	New Grade
<input type="checkbox"/> Summer I 20__									
<input type="checkbox"/> Summer II 20__									

Provide Reason for Grade Change:

Instructor's Name (Print)	Instructor's Signature	Instructor's Email address	Date
Chairperson/ED's Name (Print)	Chairperson/ED's signature	Chairperson/ED's email address	Date
College Dean's Name (Print)	College Dean's Signature	College Dean's email address	Date

For Office of Registrar Use only:	Processed by/date:	Form returned to Program/Dean/Department (reason/initial/date)
-----------------------------------	--------------------	--

The Office of the Registrar accepts final grades submitted via the spreadsheet only when:

- The instructor requests for more than 5 grade changes in one section.
- An approved 'Grade Change Form' is submitted. Enter 'see attached spreadsheet ...' in the Student's Last Name box. Leave the boxes of Student's First Name and Student's ID # blank.
- The approved 'Grade Change Form' and the spreadsheet is sent directly from the dean to the Office of the Registrar.

	GRADE	EXPLANATION	QUALITY POINTS
Undergraduate & Graduate	A	Excellent	4.0
	A-		3.7
	B+		3.3
	B	Good	3.0
	B-		2.7
	C+		2.3
Undergraduate	C	Fair	2.0
Undergraduate	D	Poor	1.0
Undergraduate & Graduate	F	Fail	0
	IN	Incomplete Work	0
Undergraduate	P	Pass (Pass/Fail option, supplemental university instruction credit courses and developmental courses)	0
	S	Satisfactory (Student teaching and related field experience)	0
	U	Fail (Pass/Fail option, student teaching and related field experience, supplemental university instruction credit courses and developmental courses)	0
	IP	Incomplete Work (Pass/Fail)	0
Graduate	IC	Incomplete Work (CG/NC)	0
	CG	Credit Granted (Field experience / Clinical internship)	0
	NC	No Credit	0
Administratively Assigned	AF	Fail (administratively assigned, student stopped attending but did not drop the class)	0
	W	Withdrawn	0
	AU	Audit	0
	R(.)	Repeated grade	0
	NA	Never Attended	0
	NR	No Record	0