

Grade Change Form

Use this form to:

- Assign final grade for incomplete, deferred, or missing grades
- Change a previously awarded final grade (A – F, CR, NC). These **require Department Chair approval**.

Student Name _____

LC ID# _____

Course & Section number (ex: AT 510-01) _____

Course Title (ex: Intro to Art Therapy) _____

Instructor's Name _____

Term course was taken (ex: Fall 2022) _____

Replacement Grade (choose one):

The grade listed below is the final grade for an **incomplete, deferred, or missing grade**

Final grade: _____

Instructor signature: _____ **Date:** _____

**Form can be sent directly from LC email account in lieu of a signature*

The grade listed below is a **change to a previously awarded grade** (Department Chair approval required)

Previous grade: _____

New grade: _____

Reason for grade change: _____

Department Chair signature: _____ **Date:** _____

**Form can be sent directly from LC email account in lieu of a signature*

Instructor signature: _____ **Date:** _____

**Form can be sent directly from LC email account in lieu of a signature*