

## 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 (complete Option 1 OR Option 2)

#### Option 1: Resolve an incomplete/deferred/missing grade

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*

#### Option 2: Change a previously awarded grade

The grade listed below is a change to a previously awarded **final grade (A – F, CR, NC)** (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*