

Change of Grade Form *COG*

This form is to be initiated to report a grade different from the grade originally submitted on the grade roster. Other than changes for incomplete grades, the university assumes such changes will occur rarely and within a reasonable time period (see catalog/handbook).

Student/Course Information

The student and course information requested below is necessary to complete the change of grade. The information can be reviewed in Self-Service Banner. Inaccurate and/or incomplete information will delay the processing of the change of grade.

Student Name (last, first, middle initial)

NSU ID

Semester/Term

Course Prefix/Number/Section

CRN

Course Credit Hours

Course Start Date: _____ Course End Date: _____

Print Name of Original Instructor

Reason for Grade Change

Please select a reason for request:

- ☐ **Administrative Change***—requesting to have grade removed
- ☐ **Entry error**—an error was made when grade was entered
- ☐ **Incomplete never complete**—instructor indicated student never completed required course work
- ☐ **Inc to F by program office**—when program does yearly incomplete grade clean up and changes grade to an F because course work was not completed
- ☐ **Instructor correction**—when instructor submitted incorrect grade and is requesting a change
- ☐ **Makeup work complete**—when grade is being changed because student made up missing course work
- ☐ **No grade to a grade***—when grade is being submitted on the COG form because instructor missed grading deadline
- ☐ **Progress to a grade**—when a Progress (PR) or In progress (IP) grade is being changed to valid grade
- ☐ **Remediation**—when a course is being remediated and a grade is changed to a C(E)

Write a brief explanation below. (Required for all reasons marked with an asterisk*):

Present Grade: _____ New Grade: _____

Signatures: For this form to be accepted by the Office of the University Registrar, **two signatures are required**, one of which must be from the chair/dean or director. Submit to regops@nova.edu.

This document [may be signed electronically](#) in the spaces indicated below. By signing this document electronically using Adobe Reader, Mac Preview, or the Microsoft Edge Browser, you are representing that you intend and agree that such electronic signature shall have the same binding effect as a handwritten signature, for purposes of validity, enforceability, and admissibility of this document. Any method of electronic signature other than as above-described may not be acceptable to NSU.

Complete EITHER of the two sections below:

Section 1

Instructor NAME (Print Clearly)

Instructor SIGNATURE

Date

Chair/Director or Dean (Print clearly)

Chair/Director or Dean SIGNATURE

Date

OR

Section 2

Chair or Director NAME (Print clearly)

Chair or Director SIGNATURE

Date

Dean NAME (Print clearly)

Dean SIGNATURE

Date