



*Office of the Registrar
Mount Aloysius College
7373 Admiral Peary Hwy
Cresson, PA 16630
(814) 886-6400*

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Change of Grade Form

Procedure

When it becomes necessary for a faculty member to change a grade, a CHANGE OF GRADE FORM must be submitted, including a rationale for the change. The form should be completed by the faculty person and submitted to the department chairperson, followed by the division chairperson. The division chairperson should forward to the Registrar's Office where the appropriate changes are processed.

Student's Name

MAC ID#

Course Number

Section

Title

Semester

Grade is recorded as

Letter Grade

And should be recorded as

Letter Grade

Reason for change _____

Instructor _____ **Date** _____

Dept. Chair _____ **Date** _____

Division Chair _____ **Date** _____

Registrar _____ **Date** _____

Registrar's Office:

Processed by: _____ Date: _____

Logged by: _____ Date: _____