

Grade Change Request

Effective Date: 5.6.24

Submission Instructions: Complete this form when updating an incomplete (I) grade to the final letter grade or changing a grade in a student's record. Any form with missing information will be returned to the instructor for re-submission. To verify your identity, this form must be submitted from your UAGC faculty or staff email account (@faculty.uagc.edu or @uagc.edu).

1. Update the final grade in the Canvas grade book to the earned percentage.
2. Locate the SIS ID for this student under the People tab in your course.
3. Submit this form as an attachment via email to grade.change@uagc.edu. For former University of the Rockies students, submit via email to grade.change@rockies.edu.

Student Information

Student Name: _____ SIS ID: _____

Course Number (e.g., ENG 121): _____ Course Start Date: _____

Instructor: _____ Date Requested: _____

Requested By: _____

Previous Letter Grade: _____ New Letter Grade: _____

Grade Change Reason (please provide a thorough explanation and attach additional documentation, if necessary)

Helpful Resources

- [What is the Incomplete Process?](#)
- [How do I process a grade change for a student?](#)
- [What information is needed from the Instructor on a Grade Change form?](#)