



CHANGE OF GRADE
MISSING GRADE

The following grade should be added to the student's record for the course listed below. If this is not a grade change, but the grade is being submitted for the first time on this form, please check Missing Grade above and enter grade as Original Grade.

Student Name: _____ ID: _____

Course Title: _____

Course Number: _____ Fall _____ Spring _____

Original Grade: _____ New Grade: _____

Reason for Change:

Instructor's Name (please print) Instructor's Signature Date

SGS Registrar's Signature Date

Note to the instructor: Please use the course number at all times. Students are not to handle the student record once the grade has been awarded. This form should be sent via interoffice mail directly from the faculty member awarding the grade. This form will not be accepted without instructor signature.

After completion, please submit form via interoffice mail to:

**SGS-Office of the Registrar
Stanley S. Bergen Building
65 Bergen Street, Room 517
Newark, NJ 07107
Or Fax to: 973-972-7068**

Date grade posted:	
By:	

CRN: