



750 Chase Parkway • Waterbury, CT 06708  
www.nv.edu  
Office of the Registrar

## CHANGE OF GRADE NOTIFICATION

Student's Name: \_\_\_\_\_  
(Please print)

Student's Banner ID#: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course Title: \_\_\_\_\_ CRN: \_\_\_\_\_

Grade Change: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for change of grade: (please check one)

☐ Change from Incomplete  
(form attached)

☐ Grade Miscalculation

☐ Grade Erroneously Reported

☐ Academic Grade Appeal (form attached)

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Faculty Member's Name: \_\_\_\_\_  
(Please print)

Signatures: \_\_\_\_\_  
Faculty Member Date

\_\_\_\_\_  
Division Leader Date

\_\_\_\_\_  
Dean of Academic Affairs Date

\*\*\*\*\*

### **Grade Change Process:**

The faculty member initiates the grade change process. Grade changes cannot be submitted later than one semester following the semester or term in which a course was originally graded. This process is not intended to supersede the academic appeal procedure or the procedure governing incompletes. A grade can be changed only if it was miscalculated, erroneously reported by the faculty member, if an incomplete needs to be changed, or as the result of an academic appeal. Students will receive notification of the grade change from the Office of the Registrar.

### **Registrar's Office Use Only**

Banner Updated: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_