## Carnegie Mellon University University Registrar's Office

STUDENT INFORMATION

## Retroactive Change of Final Grade

This form allows course instructors to submit a final grade change after the standard 365 day grace period following the final grading deadline. This form should be submitted only after the 365 day grace period has ended.

## Note:

- Instructors may change final grades via S3 Faculty Course and Grade Information within 365 days from the course final grade deadline date.
- Instructors may only change final grades; mid-semester grades may not be changed, and incomplete grades may not be assigned.
- · Only the course instructor of record may complete this form—students, teaching assistants, and proxies are not permitted.
- Students should not see or handle any of the information on this form.
- Instructors should submit the completed form to the University Registrar's Office at <a href="registrar-forms@andrew.cmu.edu">registrar-forms@andrew.cmu.edu</a>. All questions should be directed to <a href="mailto:cmu.edu">cmu.edu</a>. For instructions on how to submit forms, please visit <a href="mailto:cmu.edu/es/forms/instructions.html">cmu.edu/es/forms/instructions.html</a>.

Andrew ID:			Name:					
College:			Last/Family Namə First/Prefe — Department:			erred Name Middle Name/Initial  Class Level:		
COURSE INFORMATION								
Semester Year Course Nu			mber Section Units			Course Title		
GRADE INFORMATION  Change grade from: to  Reason for Action (required):								
DEPARTMENT AUTHORIZATION								
Instructor's Name:	_		_			Instructor's Andrew ID:		
Instructor's Signature:						Date:		
Instructor's Home Dept. Head Signature:							mm/dd/yyyy	
Instructor's Home Assoc. Dean Signature:						Date:		