

Grading Adjustment Form

Grade Changes, Incomplete Grades, Missing/Late Grades



Multiple Student Grade Adjustment *Provide course information below and attach document.*

Reserved for instructors making corrections to class grading errors or submittals approved by the dean or associate dean. A typed document with the student id numbers, names, current and new grades, and the CRN must be attached and signed by the instructor.

Individual Student Grade Adjustment *Provide student information below.*

Student Name: _____ Cortland ID: _____

Student Major/Program: _____ School: Arts & Sciences Education Professional Studies

Required Course Information

Grading Term: Fall Winter Spring Summer Year: _____ Full Quarter CRN: _____

Subject: _____ Number: _____ Section: _____ Title: _____

(A) Incomplete Grade

A.1 Make-up Incomplete *Required Signature: instructor signature only.*

Date work completed*: _____ Final Grade: _____

A.2 Extension of Incomplete *Required Signatures: instructor and instructor associate dean signature.*

Reason for Extension: _____

Course Must Be Completed By: _____ Graduation Term: _____

(B) Late Original Grade, Missing Grade or Grade Change

B.1 Late Original Grade Submission *Required Signatures: instructor, chair, instructor's associate dean.*

Date Work Completed*: _____ Grade: _____

B.2 Change Existing Assessed Grade *Required Signatures: instructor, chair, instructor's associate dean, student's associate dean.*

Original Grade: _____ New Grade: _____

Date Work Completed*: _____ Reason for Change: _____

(C) Required Signatures

Review the instructions associated with the grade change type above to determine which signatures are required.

Instructor Signature: _____ Date: _____

Dept. Chair Signature: _____ Date: _____

Instructor Associate Dean Signature _____ Date: _____

Student Associate Dean Signature _____ Date: _____

Student's Associate Dean: Conferral Term (If Applied) Fall Winter Spring Summer Year:

** The date work was completed is required when resolving incomplete grades, submitting missing/late grades, and when changing existing grades.*