



Grade Change Form

Please complete one form for each grade change. This form will be filed in the student's permanent file.

Student Name _____ Student ID # _____

Year/Semester/Session _____ Date Work Completed _____

Course Number _____ Course Title _____

Incomplete Change to _____

Present Grade _____ * Change to _____

Reason for grade change _____

Instructor Signature _____ Date _____

Please print and sign the completed form OR digitally sign. You may scan and email the form from your UIU email as indicated below:

- ***NR Grades:** If the present grade is NR (Not Reported), send to uiuregistrar@uiu.edu
- **Centers (Undergraduate):** Department Chair
- **Online (Undergraduate):** Department Chair
- **Self-Paced:** Education Services Specialist (selfpaced@uiu.edu)
- **Fayette (Undergraduate):** Department Chair
- **Nursing:** Director of Nursing
- **Graduate:** Program Director/Chair
- **International:** Department Chair

If you have questions regarding this form, please contact uiuregistrar@uiu.edu or 563-425-5279.

Instructions/Procedures are located on myUIU at Academics > Faculty Help or Academics > Academic Affairs > Handouts or Academics > Staff Help.