

UNIVERSITY OF PUGET SOUND  
OFFICE OF THE REGISTRAR  
**GRADE CORRECTION REQUEST**

To submit a grade correction request, please bring the completed and signed form to the Office of the Registrar in Jones Hall, room 13.

The form may also be sent to the Academic Recorder at CMB 1034 or registrar@pugetsound.edu.

UPSID _____
STUDENT NAME _____ (Last, First, Middle Initial)
COURSE INFORMATION _____ (Department, Number, Section)
TERM AND YEAR _____
ORIGINAL GRADE _____                      NEW FINAL GRADE _____

**Change of a Permanent Grade Policy**

Faculty may not change permanent grades once recorded in the Registrar's records unless a documented error was made in assigning the original grade. The error must be reported to the Registrar's office by midterm of the next regular term after it was assigned and must be thoroughly documented by the faculty member. If documentation is not supplied, the grade cannot be changed. After permanent grades have been assigned, an instructor may not accept late work in order to reassess or change a final grade. This means that work completed after the term is over may not be used to change a permanent grade.

**INSTRUCTOR NAME** \_\_\_\_\_

**INSTRUCTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>REGISTRAR ACTION</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>SIGNATURE</b> _____ <b>DATE</b> _____

<b>OFFICE USE ONLY</b> Recorded  _____
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