



# SALEM COLLEGE

OFFICE OF THE REGISTRAR  
601 S. Church Street  
Winston-Salem, NC 27101  
336/721-2670

## GRADE CHANGE FORM

This form serves as the official method to change a grade or enter a grade. This form will be accepted:

- as an attachment from an official secure Salem College email address from the instructor of record or the division chair
- in person in the Registrar's Office during regular business hours
- via campus mail in a sealed envelope with the faculty member's signature across the seal

**Note:** A faculty member who wishes to change a grade a calendar year or more after the grade was first submitted must present the grade change request in writing to the Vice President of Academic Affairs and Dean of the College, explaining the reason for the change and the reason for the delay.

Student's Name:

ID#:

Course and Number:

Term/Year Course was taken:

Grade Change:

The grade of \_\_\_\_\_ reported for the above course should be changed to \_\_\_\_\_

Reason for the change:

Comments:

Instructor Name (print)

Instructor Signature

Date

For Office Use Only

Date Grade Entered \_\_\_\_\_ Initials \_\_\_\_\_