Change of Grade Request

To: Administration Committee

From: ____________________________________________

Date: _____________________________________________

I am writing to request a grade change for ___________________________________________________________________, Student name and class year (e.g. ’05)

from _________ to _________ in _______________________, __________________

original grade new grade course term

I am making this request based on one of the following reasons:

☐ Clerical Error, which might include miscalculation, transcription error, work handed in on time that was inadvertently excluded when calculating grade.

Please provide a brief explanation. The Administration Committee needs to understand the circumstances of your request, in order to ensure consistency and fairness.
_____________________________________________________________________________________
_____________________________________________________________________________________

☐ Fairness to student

Please provide a brief explanation. The Administration Committee needs to understand the circumstances of your request, in order to ensure consistency and fairness.
_____________________________________________________________________________________
_____________________________________________________________________________________

_______________________________________  __________________________
Faculty member signature                  Department chair signature

Email the completed form to the Administration Committee, care of MariAnn Osborne (mosborne@middlebury.edu).

The procedure for the 'Change of Grades' is described in the Middlebury College Handbook.

Updated 2/21