# Change of Grade Request

To: Administration Committee

From: _____

Date: _____

I am writing to request a grade change for _____
<div style="text-align:right">Student name and class year (e.g. '05)</div>

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 admincommittee@middlebury.edu.

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

Updated 04/2024