

## 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.**

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**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.**

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\_\_\_\_\_  
Faculty member signature

\_\_\_\_\_  
Department chair signature

Email the completed form to the Administration Committee, care of Jennifer Mallory (admincommittee@middlebury.edu).

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

Updated 3/22