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 Jennifer Mallory (admincommittee@middlebury.edu).

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

Updated 3/22