

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