Change of Grade Request

To: Administration Committee

From: ____________________________________________

Date: _____________________________________________

I am writing to request a grade change for _____________________
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 Amber Lovely-Lee
(alovelylee@middlebury.edu).

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

Updated 1/22