



University of the Incarnate Word
 Office of the Registrar
 4301 Broadway, CPO 304
 San Antonio, Texas 78209
 Phone: (210) 829-6006

Official Grade Change/ IP Change Extension Form

****Submission of this form authorizes change to student's official grade and academic record****

Grade change submissions must comply with policy below. Signatures confirm compliance.

Grade Changes

- Initial grade submissions considered permanent
- Challenge of and correction to inaccurate instructor grade entry must be identified and processed within one (1) calendar year, after which grade change is no longer permissible
- Additional student work performance/submission may not be used to enhance existing grade

IP Grades

- IP grade conversion deadlines are as follows: undergraduate, six (6) months; graduate, one (1) year
- Grade changes not submitted by deadline automatically convert to F grade
- IP grades converted to F are permanent

Student Name: _____ **Student ID:** _____

Course	Number	Course Title
Initial grade assigned in following term: _____		Semester Year
		From Grade: To Grade:

Grade change rationale for (does not apply to IP to letter grade change):

Instructor Signature:	Date:
School/College Dean Signature:	Date:

IP Grade Extension

Request to Extend Date of IP Grade Until:	Date: _____ MM/DD/YYYY
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Instructor Signature:	Date:
School/College Dean Signature:	Date:
Associate/Vice/Provost:	Date: