



Virginia International University  
 11200 Waples Mill Road Suite 360  
 Fairfax, VA 22030  
 Telephone: (703) 591-7042  
 Fax: (703) 591-7048  
 Registrar@viu.edu

## Grade Change Form

**To The Instructor:** This form is to be used to report any changes of a final grade including incomplete grades. Please submit the change directly to the Registrar's Office within first 6 weeks of the following semester. This form can be faxed to the Registrar's Office at 703-591-7048 or emailed to [registrar@viu.edu](mailto:registrar@viu.edu); however, the Registrar's Office must receive the original form with an instructor's signature. Please make a copy of the completed form for your own records. The Registrar's Office will inform the student of the grade change.

Student Name \_\_\_\_\_ ST VIU ID # \_\_\_\_\_

Course Code, Title \_\_\_\_\_ Semester & Year taken \_\_\_\_\_

Grade Changed From \_\_\_\_\_ to \_\_\_\_\_ Date work completed \_\_\_\_\_

**Reason For Change:**

- Grade book calculations were incorrect. Corrections resulted in the grade change listed above.
- Coursework submitted electronically was not received. Re-submission resulted in the grade change listed above.
- Coursework has been submitted to remove an incomplete (I) grade that resulted in the grade change listed above.
- Other (explain): \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By \_\_\_\_\_ Date Informed to the Student: \_\_\_\_\_

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