

JOHNS HOPKINS UNIVERSITY
Office of the Registrar
75 Garland Hall/3400 N. Charles Street
Baltimore, MD 21218-2688

GRADE CHANGE FORM

Instructions: This form is to be used to report any changes of a final grade, including incomplete and previously unreported grades. Please submit the change directly to the Registrar's Office, Garland Hall as soon as the grade change has been determined.

***IMPORTANT:** *Grade changes can be made only in the case of error in grading, calculation, or transcription. Grade changes must be submitted by the end of the following semester. Grade changes for graduating seniors must be submitted by the close of their undergraduate record.*

Check here if submitting a grade after electronic grading has closed. (Do not indicate Error Type below)

SCHOOL	DEPT	COURSE #	SECTION	COURSE TITLE	CREDITS

Term in which course was taken: **(check one)**

Fall Summer Sessions Spring January Intersession 20_____

STUDENT INFORMATION

Reason For Grade Change
(check one box for each student listed)

Hopkins ID	Last Name	First Name	Initial	Previous Grade	New Grade	Error Type:		
						Grading	Calculation	Transcription

Instructor's Name (Please Print)

Instructor's Signature

Date of Change

FOR OFFICE USE ONLY	
Registrar's Signature:	Date Processed: