



Western New Mexico University – Instructor’s Grade Change Form

The Instructor Grade Change Form is used to request a revision to a student’s officially recorded grade after final grades have been submitted. Grade changes may be requested to correct calculation errors, data entry mistakes, resolution of incomplete coursework, or other approved academic circumstances. Submission of the form requires supporting justification and appropriate institutional approvals before the change is processed.

Student Information:

Student Name:		WNMU Student ID:	
Degree/Major:		Term this request applies for:	
Original Grade Reported:		Date of Original Grade Reported:	
Change Grade To:		Date of Change Grade Reported:	

Course Information:

Enter Course Information:	Subject Ex. MATH:	Course Ex: 111:	CRN Ex: 12345	Course Title Ex. Intro to Psychology:	Credit Hours Ex: 3	Start Date of Course Ex. 01/01/2006	End Date of Course Ex. 05/30/2006
Reason for Grade Change:							
Professor Signature:					Date:		
Dept. Chair Signature:					Date:		
Dean/AVPAA Signature:					Date:		

Office of the Registrar Signature:

Registrar Representative Signature:		Date:	
Title of the Registrar Representative:			
Details:			

RETURN the COMPLETED and SIGNED form to:

- Email: registrars@wnmu.edu; Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Instructors Grade Change Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.