



GRADE CHANGE REQUEST FORM

RETURN TO THE REGISTRAR'S OFFICE, 60 PARK PLACE, 20TH FLOOR, NEWARK, NJ 07102 OR
FAX TO 973-242-3282

Student Name _____ Student ID: _____

Course Code _____ Course Title & Instructor _____ Credits _____

Reason for requesting grade change:

Instructor _____
Change Grade: _____ Original Grade _____ Adjusted Grade _____

STUDENT AFFIRMATION

I have read the petition from thoroughly and understand all the requirements stated herein:

Student's Signature: _____ Date: _____

ADMINISTRATIVE ACTION

Instructor: _____ Approved Denied Date: _____

Department Chair or Dean: _____ Approved Denied Date: _____

Registrar: _____ Received: _____ Date Posted: _____

Comments: _____

Course Policies

In all cases, consult the academic catalog for complete policies and procedures

Incomplete Grade Policy Guidelines

The Incomplete Grade “I” option will not be listed as a choice for instructors on course syllabus. The student assumes the responsibility for requesting an incomplete grade.

If the student has not officially requested and received approval for an incomplete grade before the deadline (the last day of final exams for the semester), the instructor enters a final grade for the work completed up to the point of the grading deadline for the semester. If the instructor does not enter a grade, the Registrar’s Office will assign an “F” grade. The student applies for an incomplete by submitting an Incomplete Request Form to the instructor. The instructor will inform the student as to whether the request has been approved or not approved and will then submit the Incomplete Request Form with his/her signature to the Registrar’s Office to be filed in student’s records.

The length of an Incomplete Grade “I” will be no later than three weeks (LEAD Program) or four weeks (Pre-LEAD and Online courses) or six weeks (Traditional and BLEND courses) from the end of the course. An extension beyond the given time frame must be filed by the student by Academic Petition. If the work has not been completed and submitted to the instructor by the deadline, the instructor will submit a final grade to the Registrar’s Office based on the work completed. An Incomplete Grade “I” makes the student ineligible for the Dean’s List.