

# GRADE IRREGULARITY FORM

SUNY Plattsburgh

## Guidelines for use of this form:

- Correct an Inaccurate Grade – Faculty have the right to correct a student grade that the faculty member has determined to be inaccurate on the student's academic record. For example, the instructor may have discovered an error in the calculation of the original grade, or the instructor may have received a student paper or exam but misplaced it and found it after grades were submitted.
- Assign a Grade for a Student Who Was Not on the Grade Roster – The instructor may submit a final grade if a student has completed the course and earned a grade but the student does not appear on the roster for the course.
- Submit a Final Grade for an I (incomplete) or IP (in progress) Grade – The final grade for an I (incomplete) must be submitted within one semester of the date it was assigned, and the final grade for an IP (in progress) must be given within two years of the date it was assigned.

## Note:

- No Changes Can Be Made for Extra Work After Grades Have Been Submitted – After final grades have been submitted, instructors may not allow students to complete extra work for a change in grade.
- No Grade May Be Changed More Than One Calendar Year After It Was Posted – The only exception is an IP (in-progress) grade, which may stand for two years. In the case of an I (incomplete) grade, the one calendar year is calculated from the date the I was given, not from the date that the I grade was changed to a letter grade.
- All signatures are required.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's ID

Course Subject /Number	Section	Course Title	Credits	Instructor

This course was initiated during the \_\_\_\_\_ of \_\_\_\_\_.  
(semester) (year)

## Complete either 1 or 2:

- Change grade from \_\_\_\_\_ to \_\_\_\_\_.

Date student *completed* coursework (required): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(month) (day) (year)

Note: The date the student completed coursework may affect the student's graduation date. Please record the *actual date of course completion*, not the date this form is completed.

Reason: \_\_\_\_\_  
\_\_\_\_\_

- Assign the grade of \_\_\_\_\_ because the student's name was not on my grade roster.

The student completed this course \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ .  
(month) (day) (year)

## REQUIRED SIGNATURES

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_