REMINDER!

Date to Change “I” to Letter Grade

ON OR BEFORE  April 5, 2013
SEMESTER TO BE CHANGED:  FALL 2012

WHAT TO DO:

- Instructor of class should bring approved Grade Change Form and canary copy of Incomplete Assignment Form to the Registrar’s Office and make the change on the original grade sheet. Change will be made on the student’s record by the Registrar’s Office when proper documents are received.

Graduate students have one year to remove an “I” Grade.