Grade Change Request Checklist

Collect Your Documentation

If you are requesting a grade change for medical reasons, you will need to submit signed, dated medical documentation on letterhead from your health care provider. The document must include:

- Time period of your illness and treatment
- Brief description of your medical issue
- A statement from your healthcare provider confirming your illness or injury was serious enough to have prevented you from completing coursework during that time

If you are requesting a grade change due to compelling personal reasons (divorce, death in your family), you will need to provide documentation related to this event (court documents, obituary, etc.)

Submit Your Release of Information

Submit a signed Release of Information form to the Student Advocates Office, so confidential information can be shared with instructors and other university officials.

Write Your Personal Statement

Grade change requests require a 1-page written personal statement. Your statement is your opportunity to present your case to the instructor and the dean. Be concise, but provide all necessary details. Don’t forget to check for grammatical error and typos. If you need help, ask your advocate.

The statement must include:

- Name, address, phone, ID#, date of statement (all at the top of the statement)
- A statement of your request – including courses and the semester.
- A brief description of illness, injury or circumstance (divorce, death in family). This should be about one paragraph in length.
- A timeline about the impact or consequences of the compelling circumstances related to the semester in question. Dates of medical treatment, hospitalization, and court hearings are relevant and should be included.
- Your statement should include an approximate date that you stopped attending classes. (This is especially important when requesting a change of grade in Math courses.)
- Information about how circumstances impacted your ability to attend or withdraw from classes is important and should be included.
- If you earned passing grades during the same semester, explain how you were able to do well in these courses, but poorly in the ones for which you are requesting a grade change.