



# California Institute of Integral Studies

## GRADE CHANGE

This form is to be used by a student to request a grade change. See below for submission instructions.

If you would like assistance, contact the Registrar's Office at [registrar@ciis.edu](mailto:registrar@ciis.edu) or 415-575-6126.

### Student Use:

Name and Address: *(please print legibly)*

_____	CIIS ID Number: _____
_____	E-mail Address: _____
_____	Phone: _____

Course Number: \_\_\_\_\_ Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Course Name: \_\_\_\_\_

Original Grade: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

- **If original grade was "I" [Incomplete],** attach the remaining coursework and submit to the instructor. The grade will not be changed if coursework is submitted after the established deadline. The Registrar's Office sent you an e-mail with this deadline when the incomplete was recorded.
- **If original grade was anything other than "I",** attach documentation demonstrating instructor error or bias in assigning the original grade, and submit to the instructor on or before the last day of the subsequent semester, Summer excluded. If the instructor is unwilling to change the grade, submit to the chair of the department/program in which the course is housed. If the instructor is the chair, submit to the Associate Provost who will assign a chair within the same school to adjudicate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructor Use: Student must sign above before this section is filled out. A grade will not be changed for a student who has done additional coursework if that work was not also assigned to all other students in the course.**

New Grade: \_\_\_\_\_

- **If the original grade was an "I" [Incomplete],** submit this form either:
  - By mail to: Registrar's Office, Room 405, 1453 Mission Street, San Francisco, CA 94103
  - By fax it to: 415-575-1267
  - By scanning and e-mailing to: registrar@ciis.edu
- **If the original grade was anything other than an "I",** attach an explanation as to why the original grade is not correct and submit to your department/program chair.

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

### Department/Program Chair Use: Only required if the original grade was anything other than an "I"

I approve this change.

Department/Program Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to Associate Provost*

### Associate Provost Use: Only required if the original grade was anything other than an "I"

I approve this change.

Associate Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to Registrar's Office*

REGISTRAR'S OFFICE USE ONLY	
DATE RECEIVED: _____	DATE RECORDED AND STUDENT AND INSTRUCTOR NOTIFIED: _____ BY: _____