

Grade Change



Frederick Community College
Welcome Desk
Jefferson Hall

7932 Opossumtown Pike Frederick, MD 21702

Student Name	
Student ID Number	
Year Course Completed	
Term (Click box to check)	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Jan Term
Course Title	
Course Prefix (ex: ENGL)	
Section Number (ex: 101)	
Index Number	
Original Grade	
New Grade	

Instructor Signature: _____ **Date:** _____

Print Instructor Name: _____

Please return to: Tina Berry, Associate Registrar

tberry@frederick.edu Office: J-105 Mailbox: #202 Fax: 301-624-2799

Grading, grade change, and incomplete grade policies and procedures may be found in the [FCC Academic Standards Policy and Procedures](#).

Change of Grade – An instructor may change a grade for a class until the last day of the next full semester (fall or spring). After that, the grade change must be approved by the appropriate Associate Vice President, Executive Director, or the Provost.