



OFFICE OF REGISTRATION & RECORDS

College Drive • P.O. Box 2001
Toms River, NJ 08754-2001
PHONE 732.255.0304 • TTY 732.255.0424

CHANGE OF GRADE

Except for an Incomplete, a change of grade should be made only when the change has resulted from some type of clerical or mathematical error on the part of the instructor. Once a grade is submitted to the Registration and Records Department by the instructor, it becomes part of the student's permanent legal College education record.

THIS FORM MUST BE SENT TO THE DEPARTMENT ADMINISTRATOR OR DEAN TO BE SIGNED.

**FOR SECURITY PURPOSES, DO NOT GIVE THIS FORM TO THE STUDENT.
SUBMIT VIA E-MAIL, (REGISTRAR@OCEAN.EDU), OR SUBMIT THE SIGNED
FORM IN PERSON OR IN A CONFIDENTIAL ENVELOPE TO THE
REGISTRATION AND RECORDS DEPARTMENT.**

Please change the grade submitted for:

ID #(if known)

Student's Name

Last

First

MI

Course

Number

Section Number

Course Title

Sem. Hours

CALENDAR YEAR

TERM/SEMESTER

CHANGE FROM GRADE OF

TO A GRADE OF

Reason for Change of Grade

REQUESTED BY

Please type or print instructor's full name

Signature of Instructor

Date

APPROVED BY

Signature of Dept. Administrator or Dean

Date

APPROVED BY

Signature of Vice President or Associate Vice President or Designee of Academic Affairs

Date