

Educational Outreach

REQUEST TO CHANGE A GRADE

TO: Martha Barnett, Interim Registrar

FROM: _____
Instructor's Name (Printed) Instructor's Signature Date

Erica Bell/Dr. Brian Donavant have my permission to change the following grade/s on my behalf.

Student Name: _____ Student Number: _____

Course Name/Number: _____ CRN: _____ Semester/Year: _____

Please change the grade from** _____ to _____. (All I's of F's Must Include Last Date of Attendance _____)

Reason: _____

**Time limit for changing Incomplete (I) grades is 2 regular semesters. Other grades may be changed after 2 regular semesters with written permission of both department chair AND dean.

Instructions: Please complete this form and fax to Erica Bell, Educational Outreach (731-881-7984).
(Note: If you need to change grades for an entire section, you may attach a list.)

The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax, equityanddiversity@utm.edu, <http://www.utm.edu/departments/equalopp/>. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at [http://www.utm.edu/departments/publicsafety/_pdfs/annual security report 2014 adobe.pdf](http://www.utm.edu/departments/publicsafety/_pdfs/annual%20security%20report%202014%20adobe.pdf) or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at <http://www.utm.edu/about/consumer.php#3g> and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-2310-00-001-17

