The Supplemental Grade Form is to be used when an instructor needs to submit a grade change for a particular student in a specific class.

Each department should have a supply of these forms. Please contact the WSU Vancouver Registrar’s Office if more forms are needed (registrar@vancouver.wsu.edu).

INSTRUCTIONS:
1. Complete the name fields (last, first, and middle)
2. Enter the entire WSU student ID number
3. Fill in the course information (prefix, number and section)
4. Include the number of credits for which the student was enrolled
5. Enter the new grade the student should have posted to his/her record
6. Select one box citing the reason for the grade change
   IMPORTANT: If you select the second box (correct a grading error), you must complete these additional steps:
   ♦ list the previous grade that was given in error
   ♦ enter reason(s) for the change in the “Remarks” section of the form
   ♦ the academic director of the unit offering the course must sign on the department chair line (see Academic Regulation 98 below)
7. Note the semester and year the course was taken
8. Instructor must sign the form. In the absence of the instructor, the academic director must sign on his/her behalf. Please write legibly!!
9. Send only the WHITE copy of the form to the registrar’s office in campus mail (or deliver in person). DO NOT give the form to the student.

INSTRUCTORS –
♦ If any of these steps are omitted, or the information on the form does not match what is in the student information system, the form will be returned to the department for correction.
♦ PLEASE proof the information before you send the form to the registrar’s office. Delays in processing the grade change due to errors on the form can be costly to the student!!

Academic Regulation 98 – CORRECTION OF GRADE ERRORS
An instructor may not change a grade after it has been filed with the Registrar, except in the case of clerical error, which the instructor may correct by so certifying to the Registrar. Such change must be approved (signature required) by the chairperson of the department in which the course was offered. Grade corrections must be processed within one year of the end of the term for which the original grade was given. In extenuating circumstances, exceptions to the one-year limit for correction of grade errors may be considered by petition to the Registrar’s Office.