

**REGIS UNIVERSITY GRADE CHANGE AND REMOVAL OF INCOMPLETE**

Student Name \_\_\_\_\_

Program \_\_\_\_\_

Student ID# OR SSN# \_\_\_\_\_

Course Prefix \_\_\_\_\_ Course # \_\_\_\_\_ Section# \_\_\_\_\_ Title \_\_\_\_\_

Academic Period \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Former Grade \_\_\_\_\_ New Grade \_\_\_\_\_

Reason for Change \_\_\_\_\_

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

*Note: The maximum time for completion is the end of the following semester. Summer semester does not apply to Regis College or Traditional Nursing undergraduate students. Any grade change or removal of an incomplete grade requires the appropriate Dean/Program Director's signature.*

Dean/Program Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*Please submit completed form to your specific college dean**