

**Change of grade processing during current remote working conditions**

The Office of the Registrar will work with colleges and faculty to collect, verify and process individual student change(s) of grades during this time of remote working conditions. Primary faculty (only) should send the information below via their Northeastern email address to Banner-Grades@northeastern.edu. A confirmation email will be sent upon transaction being completed.

|  |  |
| --- | --- |
| Student NUID |   |
| Student’s First Name |    |
| Student’s Last Name |  |
| Term and Year Taken |  |
| Course Subject and Number |   |
| CRN (5-digit number) |   |
| Course Name |   |
| Change Made: From Grade |   |
| Change Made: To Grade |   |
| Please Specify Reason for Change of Grade |   |
| Instructor Name |   |
| Instructor NUID |   |
| Today's date |   |