

1.

Under exceptional circumstances a student may be unable to complete all of the assigned work in a course by the end of the term. In such cases it is the student's responsibility to confer with the instructor regarding the specific nature of the difficulties.

Upon request of the student, the instructor will evaluate the situation. If the instructor agrees that major unavoidable and unforeseen circumstances beyond the control of the student prevent timely completion of course requirements, the instructor will record on the official grade roster a grade that reflects the grade earned for all work required for the course. The instructor will also submit, with the original grade roster for the course, this Contract for Change of Grade that indicates the work to be completed and a completion deadline, determined by the instructor and not to exceed six weeks into the subsequent term. When the work is completed, the instructor will report a grade change to the Registrar. If no grade change is reported, the original grade will remain. The deadline may not be extended except by written permission of the academic dean or designee.

Name (print) _____
First M.I. Last

BVU ID# _____ Date _____

2. Course Information:

Department Number _____ Section _____

Course Title _____ Credit Hours _____

Year: _____ **Term:** T1 T2 T3 T4 T5 T6 **CO-OP:** 1 2 3 Fall Spring

Location: Council Bluffs Creston Denison Fort Dodge Iowa Falls Le Mars Lakes & Prairies at:
 Marshalltown Mason City Newton Ottumwa Online Emmetsburg
 West Burlington Estherville
 Spirit Lake
 Spencer

Grade recorded on grade roster: _____
(Note: This grade will remain on the transcript until or unless a grade change is submitted to the Registrar's Office by the deadline listed below.)

3. Circumstances beyond the control of the student which prevented the completion of course requirements:

 Coursework to be completed: _____

Deadline for completion: _____
Month Date Year

(This deadline to be specified by the instructor. Maximum: six weeks into the next regular academic term.)

5. The following Signatures are required:

1. Student _____ Date _____
 2. Instructor _____ Date _____

Please return this form to the Regional Director.

If the director is unknown, return to the Registrar's Office.