Digital Change of Grade Form
for temporary use during COVID-19 Emergency

Student’s First and Last Name __________________________ Student’s EMPL ID # __________________________

Course Name _______________________________________

Course No. ________________________________________

Course Section ____________________________________

Course Year ___________ Semester ________________

Current Grade ______________ New Grade ______________

Reason for Change __________________________________

Instructor’s Name __________________________________

Department Chair’s Name ______________________________

SEE NEXT PAGE FOR INSTRUCTIONS ON HOW TO SUBMIT A CHANGE OF GRADE FORM.
How to submit the COG form:
Using only an assigned Hunter email account, instructors or department administrators should

1. Email Esperanza Pita-Felstead at ep330@hunter.cuny.edu to request an electronic a change of grade form and begin the process.
2. The instructor emails the completed Digital Change of Grade (COG) form to the department chair with the subject heading COG. Attach any required supplemental paperwork to the email.
3. If approved, the chair emails the COG form to Esperanza Pita-Felstead.
4. Esperanza Pita-Felstead emails the instructor a confirmation of receipt.
5. If the change of grade is denied by the dean, Esperanza Pita-Felstead emails the instructor and department administrative assistant the denied COG form and explains the reason for the denial.

Important Supplemental Information: Change of grade requests for incomplete grades must be submitted within one semester. Any request to resolve an incomplete that has converted to an FIN grade must include a completed “Contract to Resolve Incomplete Grades.”

Requests to resolve/change an incomplete grade older than two academic years must be approved by the Provost. Please attach a memo addressed to the Provost that includes a brief explanation for delay.