



## Change of Grade Form

### Student & Course information

Student ID	Last Name	First Name	Middle Name
Course Code	Course Title		
Semester & Year of Original Grade	Program		

Change Grade from (number) \_\_\_\_ (letter) \_\_\_\_ to \_\_\_\_ (number) \_\_\_\_ (letter) \_\_\_\_

Reason for Change:

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Lecturer's Signature	Date
Head of Department's Signature	Date
Dean's Signature	Date

### PROCEDURE FOR CHANGE OF GRADE

1. Lecturer obtains Change of Grade form from the Dean's Office or the Office of the Registrar
2. Lecturer completes form, signs, and sends to the Head of Department.
3. Head of Department signs after satisfying himself/herself of the reasons for grade change and forwards form to the Dean's Office.
4. Dean after satisfying himself/herself of the reasons for grade change signs and retains a copy of the form and sends the original form back to the Head of Department for processing.
5. Head of Department works with the lecturer and the College Academic Officer to effect the change.
6. Dean's office confirms grade change on the MIS, signs Form and keeps for records.

For Dean's Use Only

Grade Change checked and confirmed in MIS (Y ) (No )

Signed/dated.....