



CHANGE OF GRADE FORM

Name of student: _____

Registration number: _____

Course number & names: _____

Section: _____

Semester: _____

Breakdown of previous marks and average: _____

Breakdown of revised marks and average: _____

Previous grade assigned: _____

New grade assigned: _____

Reason for change: _____

Course Instructor

Head of Examination & Academics

Program Manager

Head of Campus

Date: _____

Date: _____

Date: _____

Date: _____

Changes made

Records & Registration

Change in grade is allowed only within 2 weeks after submission of final results to Records & Registration Department.

-