



**CHANGE OF GRADE FORM**

Name of Student: \_\_\_\_\_ Reg. number: \_\_\_\_\_

Course code: \_\_\_\_\_ Course name: \_\_\_\_\_ Instructor's name: \_\_\_\_\_

Program: \_\_\_\_\_ Section: \_\_\_\_\_ Semester: \_\_\_\_\_

Breakdown of previous marks (hourlies, assignments, etc.) and average: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Breakdown of revised marks and average: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous grade assigned: \_\_\_\_\_ New grade assigned: \_\_\_\_\_

Reason for change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Course Instructor Examination Controller Program Manager Academic Controller Head of Campus

\_\_\_\_\_  
Date Date Date Date Date

Changes made:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Records

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