GRADE CHANGE AND COMPLETION FORM (Faculty only)

ASHESI

Form should be completed and submitted to the Academic Registry before requesting to re-open the on-line gradebook to change a grade or a set of grades. Reason must be given and approval granted by the Dean or Head of Department, and Provost, before a gradebook can be re-opened.

Relevant Information

………………………………………………………….. ………………… / ………………………
Instructor's Name   Year / Semester

…………………………… / …………………………………………………………………………
Course Code / Course Name

You need to change the grade of   ☐ One Student   ☐ Several Students

For each student, indicate the full name of the student, the student ID number, the old grade, the new grade, and the reason for the grade change. Attach a separate sheet if necessary.

Student Name	Student ID	Old Grade	New Grade
……………………………………………	………………………………	…………..……	……………

Reason

………………………………………………… ……………………………………
Instructor's Signature   Date

Office only

……………………………………………………………………… ………………………………………………………………
Dean or Head of Department Approval   Date

……………………………………………………………………… ………………………………………………………………
Provost Approval   Date

……………………………………………………………………… ………………………………………………………………
Academic Registry (received)   Date

Notes