

Grade Change Appeal Form



A student may appeal for a change of grade if:

- There is an error in posting/ adding of marks or wrong calculation in the exam script
- The grade does not fairly reflect the student's exam performance

Procedure:

A student has to appeal for a grade change of a course (s) to the concerned Head/Director/Coordinator of the Dept./Program **within 1 (one) week of the beginning of the classes of the following Trimester**. The concerned Head/Director/Coordinator will complete the formalities within 3 (three) days of receiving the student's application and submit the decision to the office of the Controller of Examinations.

Part 1: To be completed by the Student:

_____	_____
Student's Name	ID Number
I am appealing to review:	
<input type="checkbox"/> Quiz/class test	<input type="checkbox"/> Midterm Exam
<input type="checkbox"/> Others (please mention) _____	<input type="checkbox"/> Final Exam
_____	_____
Course Code & Title	Section
_____	_____
Course Teacher's Name	Date of Appeal

Part 2:

Department/ Program Head:

Recommended

Not Recommended

Signature and Date

Part 3:

Course Teacher's Response:

Grade Changed

Not Changed

Signature and Date

✓ If there is a change in the grade please use separate Grade Change Form with new number distribution describing reason for change and attach this form.

✓ If there is no change in grade please mention the reason below and return this Form to the Department/ Program Office.

Please complete all the formalities within three days after receiving the form.

Part 4:

Department/ Program Head:

Grade Changed

Grade not Changed

Signature and Date