

Official Grade Change Form

The personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended, the Ontario Ministry of Training, Colleges and Universities Act, and the Federal Statistics Act. The information collected will form part of your student record at Queen's. It will be shared with the faculty, school or department and reported to Statistics Canada and the Ministry of Training, Colleges and Universities. In addition to these external reporting requirements, the information will be used for updating your academic record, for determining fee assessment, internal statistical analysis, and for communicating with you.



Instructions:

1. Fill out each of the entry fields and print the form;
2. Obtain the required signatures (in 'Authorization' section);
3. Return completed form to:

Office of the University Registrar (Records and Services),
Queen's University
Room 125, Gordon Hall
Kingston, ON K7L 3N6
Fax: (613) 533-2068

GENERAL INFORMATION REQUIRED

Surname: Given Names:

Student Number: Faculty / School:

Department: Course #: Term / Year Course taken:

Instructor:

GRADE CHANGE REPORT (to be completed by the Instructor)

CURRENT GRADE: _____

NEW GRADE: _____

Check here if this is an Aegrotat estimated grade

REASON FOR CHANGE (Please check one):

- Calculation Error
- Coursework reassessed
- Other (please explain): _____

- Coursework completed
- Wrote deferred exam

AUTHORIZATION (must have at least ONE signature)

Signature of Instructor (all Faculties) _____

_____ Date

Signature of Dept. Head (Arts and Science only) _____

_____ Date

Faculty Office (all Faculties except SGS, Nursing) _____

_____ Date

FOR OFFICE USE ONLY:

Processed in OUR: _____

Initials

_____ Date

Eff: Aug, 2013