



**WARNING:**  
 This form must **NEVER** be given to the student by a faculty member. It should be transmitted in a secure manner directly from the Dean to the Records Office. A copy of the completed form will be provided by the Student Records Coordinator to the student.

# T. A. MARRYSHOW COMMUNITY COLLEGE

*Unlock Your Potential at TAMCC*

## CHANGE OF GRADE FORM

FOR INSTRUCTOR/LECTURER USE ONLY

*The Instructor/Lecturer must submit this form to the respective Dean of the School.*

**SCHOOL:** Arts, Sciences and Professional Studies ( ) / Applied Arts and Technology ( )

**NAME OF STUDENT** .....

**COURSE NAME:** ..... **COURSE NUMBER:** .....

**PROGRAMME:** ..... **STUDENT'S I.D. #**.....

**SEMESTER:** ..... **ACADEMIC YEAR:** .....

**I REQUEST A CHANGE OF FINAL GRADE FROM** ..... **TO** .....

**REASON(S) FOR REQUEST: (Please tick the appropriate box(s))**

- Re-sit
- Assignments/Examination Completion
- Course Repetition
- Grade Omission
- Calculating/Recording Error \*\*\*

Course Work	Exam Mark	Final Mark

**\*\*\*PLEASE PROVIDE EVIDENCE OR EXPLANATION BELOW**

.....  
 .....  
 .....

**TUTOR'S NAME:** ... .. **DATE:** .....

\*\*\*\*\*

**DEAN'S APPROVAL:** ..... **DATE:** .....

**RECORDS OFFICER:** ..... **DATE:** .....