This form is to be used in all cases where a previously reported grade is being changed except where a student has formally appealed a grade through the Registrar’s Office. (In those cases, the final grade should be recorded in the appropriate space on the Appeal Form which is sent to the Department.)

CHANGE OF GRADE FORM

<table>
<thead>
<tr>
<th>STUDENT’S SURNAME</th>
<th>GIVEN NAMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT’S NUMBER</td>
<td>STUDENT’S FACULTY</td>
</tr>
</tbody>
</table>

COURSE TAKEN IN:

- [ ] FALL 20
- [ ] WINTER 20
- [ ] SUMMER 20
- [ ] CORRESPONDENCE
- [ ] INTER-UNIVERSITIES SERVICES
- [ ] CAMPUS MANITOBA
- [ ] OTHER OFF-CAMPUS

PREVIOUS GRADE REPORTED

GRADE SHOULD NOW BE RECORDED AS

REASON FOR CHANGE

SIGNATURE OF INSTRUCTOR

DATE

PLEASE NOTE: After completing the above section, the instructor must send the signed original for approval to the Department Head, or the Dean or Director if there is no Department Head.

APPROVED DATE

PLEASE NOTE: If the Change of Grade is approved retain copies as required AND FORWARD THE SIGNED ORIGINAL TO THE DEAN OR DIRECTOR OF THE STUDENT’S FACULTY OR SCHOOL.

AS A RESULT OF THE ABOVE CHANGE OF GRADE

1) THE SESSIONAL ASSESSMENT OF THE ABOVE STUDENT DOES NOT CHANGE [ ] OR CHANGES TO:

2) THE STUDENT NOW QUALIFIES FOR DEAN’S HONOR LIST YES [ ] NO [ ]

3) THE STUDENT IS NOW ELIGIBLE TO GRADUATE YES [ ] NO [ ] IF YES, FACULTY/SCHOOL TO UPDATE GRADUATION DATE ON STUDENT’S RECORD.

COMMENTS:

DATE

SIGNATURE

PLEASE NOTE: After completion, please retain a copy and forward the original to the REGISTRAR’S OFFICE. Photocopies are not acceptable.

This personal information is being collected under the authority of the U of M Act and will be used to evaluate the acceptability to the U of M of the applicant’s course selection and accuracy of their academic record. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FIPPA Coordinator’s Office (204) 474-8339, c/o Archives & Special Collection, 331 Dafoe Library, University of Manitoba, R3T 2N2