

# GRADE CORRECTION FORM

PLEASE MAKE AND RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS!

This form is to be used by the School Leader to notify the U of N Regional Records Office of a student's grade change, either for:

- updating an incomplete grade (I) to a final grade (A, B, C, D or F),
- updating a deferred grade (T) to a final grade (A, B, C, D or F), or
- submitting a grade change for a previously submitted grade.

## COURSE INFORMATION:

Name of Course: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Location of Base: \_\_\_\_\_ Starting Date (please spell month): \_\_\_\_\_ Ending Date \_\_\_\_\_  
City/Country day/month/year day/month/year

## STUDENT INFORMATION:

U of N Student ID number (if known): \_\_\_\_\_ U of N Degree being pursued: \_\_\_\_\_

Student's Legal Name: \_\_\_\_\_  
Last/Family First/Given Middle Preferred

Birth date (please spell month): \_\_\_\_\_ Student's Citizenship: \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_  
Day/Month /Year

Permanent Personal Address: \_\_\_\_\_  
Street City State/Province  
\_\_\_\_\_  
Zip/Postal Code Country Home Telephone Number

OLD GRADE: \_\_\_\_\_ PROPOSED NEW GRADE: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Leader: \_\_\_\_\_  
Name Verification/approval signature Date: day/month/year

\*\*\*\*\* FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

## U of N DOCUMENTATION APPROVAL AND CREDIT EVALUATION:

Grade change documented in U of N Student Records System? Yes: \_\_\_\_\_ No: \_\_\_\_\_

U of N Regional Records Office Director: \_\_\_\_\_  
Name Approval Signature Date: day/month/year