

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 International Registrar's Office of a student's grade change, either for:

- updating an incomplete grade (I) to a final grade (S or U for DTS and A, B, C, D or F for post DTS courses and seminars),
- updating a deferred grade (T) to a final grade (S or U for DTS and A, B, C, D or F for post DTS courses and seminars),
- submitting a grade change for a previously submitted grade for a course or seminar.

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 Any other name used (Family Name before marriage etc.)

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 International Registrar's Office, Director: _____
Name Approval Signature Date: day/month/year