

# Official Grade Change Form

The personal information collected on this form is collected under the authority of the Access to Information Act / La Loi sur l'accès à l'information.

## 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

Course #:

Term / Year Course taken:

Instructor:

## GRADE CHANGE REPORT (to be completed by the Instructor)

REASON FOR CHANGE (Please check one):

Calculation Error

\_\_\_\_\_

\_\_\_\_\_

Signature of Dept. Head (Arts and Science only)

Faculty Office (all Faculties except SGS, Nursing)

FOR OFFICE USE ONLY:

Processed in OUR:

\_\_\_\_\_

Initials

\_\_\_\_\_

Date

Eff: Aug. 2013