

CHANGE OF GRADE FORM

This form is used to change a grade from one letter grade to another (higher or lower), or to update an "N" grade after the final grade submission on Banner. "N" grade must be updated before the end of the 2nd week of the subsequent semester - otherwise the grade will convert to an "F".

IMPORTANT GUIDELINES

1. Instructors can change an "I" or "N" grades to a letter grade without approval of the Dean and the Provost.
2. Provost/Designee signature is required if the grade was updated/changed from lower or higher.

STUDENT INFORMATION

<i>Student Full Name</i>	<i>Student ID</i>
<i>College</i>	<i>Program</i>
<i>Concentration</i>	

COURSE INFORMATION

<i>Course Name</i>					
<i>Course Code</i>	<i>Instructor</i>				
<i>Course Taken In</i>	<i>Year</i>	<i>Semester</i>	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
<i>Grade Change</i>	<i>From</i>	<i>To</i>			

REASON FOR GRADE CHANGE/UPDATE

<input type="checkbox"/> Entry Error	<input type="checkbox"/> Incomplete Work	<input type="checkbox"/> Calculation Error	<input type="checkbox"/> N Grade
<i>Explanation (Mandatory)</i>			

APPROVAL

Department	Name	Approved/Denied	Signature	Date
<i>Instructor</i>				
<i>Program Coordinator</i>				
<input type="checkbox"/> Grade Endorsed by the Dean If you are requesting to change a letter grade from lower to higher, please complete the sections below:				
Department	Name	Approved/Denied	Signature	Date
<i>College Dean</i>				
<i>Provost/Designee</i>				

Upon completion of this form, please return to the HBKU Registrar's Office – Minaretein, Education City.
For more information, please send an email to records@hbku.edu.qa, or call +974 4454 0378.

FOR REGISTRAR'S OFFICE ONLY

<i>Grade updated to</i>		
<input type="checkbox"/> Check the Academic Standing of the Student	<input type="checkbox"/> Run Degree Audit	
<i>Updated by</i>	<i>Signature</i>	<i>Date (DD/MM/YYYY)</i>

[Click here to see the Academic Policies](#)