



HAIGAZIAN UNIVERSITY
CHANGE OF COURSE GRADE

Semester: _____ Date: _____

Course name & no.: _____

Instructor: _____

Student name: _____ Student ID: _____

Grade on portal: _____ New grade requested: _____

REASON AND SUPPORTING EVIDENCE FOR CHANGE OF GRADE:

1. Letter explaining why grade needs to be changed
2. Copy of student's grades and average until Final Exam
3. Copy of Final Exam

SIGNATURES NEEDED:

Instructor of Course: _____

Chair of Department: _____

Dean: _____

Date of Request: _____