**HAIGAZIAN UNIVERSITY**

Change of Course Grade

|  |  |
| --- | --- |
| Student Name |  |
| Student ID number |  |
| Semester & Year |  |
| Course / Section |  |
| Instructor  |  |
| Grade on Portal  |  |
| New Grade Requested |  |

|  |  |  |
| --- | --- | --- |
|  | Signature | Date |
| Instructor  |  |  |
| Chair of Department |  |  |
| Dean |  |  |

**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