

CHANGE OF GRADE FORM

SECTION A: STUDENT INFORMATION

First Name:

BU Student ID:

Last Name:

SECTION B: GRADE CHANGE INFORMATION

Academic Year (ex. 2025-26):

Term:

Course Number (ex. 86:161):

Course Section (ex. A01):

Course Title:

Currently Assigned Grade:

New Grade*:

**If new grade is Incomplete or Deferred Exam, include the deadline date and default grade that will be applied if the deadline expires without a grade having been submitted:*

Deadline Date:

Default Grade:

Reason for Grade Change:

Other Explanation:

SECTION C: REGULAR GRADE CHANGE APPROVAL

Signature of Instructor:

Date:

Signature of Chair:

Date:

Signature of Dean:

Date:

Signature of Registrar*:

Date:

** Registrar signature required only when grade change is for a course completed or Incomplete/Deferred Exam period expired more than six weeks prior to Final Grade Change Form submission.*

SECTION D: DETAILS AND APPROVAL FOR GRADE CHANGES RESULTING FROM STUDENT APPEAL

- ☐ A clear outline of grading review activities undertaken and a detailed rationale for the grade change are attached to this form.

Signature of Dean:

Date:

Signature of Registrar:

Date:

Submit fully completed form to the Registrar's Office (registrar@brandonu.ca) for processing. This form is available in an alternate format upon request.