



## Mark Change Form

This form is for changes to a student's academic record after grades have been rolled into Academic History.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Program: \_\_\_\_\_

Term*	Course Code	Course Name	New Mark	Change Code**

\*Term – eg. Fall 2019 = 201909, Winter 2020 = 202001, Spring 2020 = 202005

\*\*Change Codes –

- |                            |                          |
|----------------------------|--------------------------|
| AI Academic Integrity form | MC Make-up Work Complete |
| AP Appeal                  | RC Recalculated          |
| EE Entry Error             | SG Substitute Grade      |
| IC Instructor Correction   | SP Supplemental Written  |

If there is a reason code not listed, please explain reason for change:

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature\*\*\*

\_\_\_\_\_  
Date

\*\*\*Required only if the mark change is after the deadline (20 school days after end of course).