form for reporting grade Change

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| 1. | Course Number and Name | | | : |  | | | |
| 2. | Department | | | : |  | | | |
| 3. | Semester (for example Jan-May 2022) | | | : |  | | | |
| 4. | Name of the Instructor(s) | | | : |  | | | |
| 5. | The grades of the following students in the course may be changed as given | | | | | | | |
| Roll Number | | Name | Revised  Marks out of 100 | | | Revised  Grade | Reason for Change | | |
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| Note that grade change is permitted only in case of calculation/procedural error. Reassessment is not allowed. | | | | | | | | |
|  | Date: | | | Signature of Instructor(s) | | | | |
|  | Recommended  Head of Department Advisor, Academic Courses | | | | | | | Approved  Dean, Academic Affairs |

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