 **Individual or Group Grade Change Request Form**

**Instructions for submission:**

1. **Academic Chair Administrative Assistant, Instructor or Coordinating Instructor fills out the Grade Change Request Form for entire class, or those affected.**
2. **Academic Chair approves**
3. **Completed form is emailed to** [**StudentServicesRep@nbcc.ca**](mailto:StudentServicesRep@nbcc.ca) **(RS – Records Specialists, formerly known as SSRs)**
4. **Records Specialist updates the mark(s) in SIMS**

**Program Information (Proceed to page 2 for Student Information)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Name:** | WMAD | **Course Name:** | Work Safely |
| **Program Plan:** |  | **Course Code:** | SECU1221G |

**Reason for Mark Change:**

Extension given on assessment.

# Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Coordinating Instructor | Stephen Carter | Date: | January 26, 2023 |
| Academic Chair |  | Date: |  |

**\*\*Please also complete page 2 of this document**

Icon

Description automatically generated **Individual or Group Grade Change Request Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student ID** | **Student Name (Last, First)** | **Class #** | **Term** | **Current Grade** | **New Grade** |
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| 5063462 | THIBODEAU, Riley | 3033 | 1229 | US | **SU** |
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