

Use this form to:

- Submit a revised grade.

Instructions:

1. Complete sections 1 and 2. Include a reason for change.
2. Sign and date the form then circulate for approval signatures.
3. Forward the completed form to the Graduate Studies Office, Needles Hall.

Section 1: Course information

Subject (e.g. HIST) _____ Catalog number (e.g. 600) _____

Section number (e.g. 001) _____ Topic title _____

 Term course offered: fall winter spring year _____

Section 2: Student information

Waterloo student identification number	Last name(s)	First name(s)	Department/School	Previous grade	Revised grade

Reason for change _____

Section 3: Approval signatures

Instructor _____ Date (dd/mm/yy) _____

Graduate Officer _____ Date (dd/mm/yy) _____

Associate Dean, Faculty _____ Date (dd/mm/yy) _____

Director, Graduate Academic Services _____ Date (dd/mm/yy) _____