



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).