



HERITAGE CHRISTIAN COLLEGE

OFFERING WORLD CLASS UNIVERSITY EDUCATION

Change of Grade Form

Student ID	
Student Name	
Programme	
Course Title	
Course Code	
Semester & Year of Original Grade	

Change Grade from (Marks)..... (Letter).....to(Marks) (Letter)

Reason for Change

.....

.....

.....

Lecturer's Signature	Date
Head of Department's Signature	Date
Dean's Signature	Date

PROCEDURE FOR CHANGE OF GRADE

1. Lecturer obtain Change of Grade from the Academics Registrar's Office or the Front Desk
2. Lecturer completes the form, signs and sends it to the Head of the Department
3. Head of Department signs after satisfying himself/herself of the reasons for grade change and forwards to the Dean's Office
4. Dean after satisfying himself/herself of the reasons for grade change signs and retains a copy of the form and sends the original form back to the Head of Department
5. Head of the Department works with the lecturer and the Academic Registrar to effect the change