Student Records Office

Form for Notification of Grade Adjustments

If you need to change the grade for a student in your course after submitting the grade through Campus.Net, please notify the Student Records Office by using this form. You may want to ask the student to complete the top part of the form before completing the rest of it. It is important that we get all information requested.

Student's Personal Information	
Matriculation N°	
Family Name	
First Name	

Course Information	
Please give more information about the course for which the grade adjustment should be made.	
Course N°	
Course Name	
Semester (e.g. Fall 2018)	

New Grade	
Please enter the old and the new grade here. It is important for us to know for which grade component this new grade applies and what the new final grade is in consequence.	
Grade Component (e.g., midterm, final exam, presentation)	
Old Grade	
New Grade	
New Final Grade	O As calculated by Campusnet
Reason for the Grade Adjustment	

Instructor's Signature	
"I hereby confirm that the grade for the above-named student and the above-named course shall be adjusted".	
Date	Signature