



Weill Cornell Medicine-Qatar

Change of Grade Form-Medical Course

Instructions:

Changes in a grade may be made only to assign a grade to a previously marginal grade or incomplete coursework or there was an error in assigning or entering an original final grade. A **Change of Grade Form** should be completed and signed by the instructor, then submitted to the Registrar. The Registrar will amend the student's record to reflect the change.

In the header section of the new grade form, reflect the word "Revised" if the grade has changed from a "Marginal" or an "Incomplete" to a final grade. "Revised" should also be reflected if there is a classification change to the final passing grade or to any of the component data in the original grade form, following an appeal by the student. If a student has previously received a "Fail" grade, and has had to repeat the entire course or clerkship, a new grade form should be completed. For any grade form submission due to a data error in the original form, the word "Correction" should be reflected in the new form. In all cases, complete the sections below providing the reason for the change.

Student Information

ID Number	Last Name	First Name

Course Prefix and Section	Course Title	Course Dates:

Change from:		Change to:	

Reason for change: ☐ Revised ☐ Correction

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Instructor's Signature		Date
Instructor's Name (print)		
FOR REGISTRAR'S USE ONLY		
Registrar's Signature		Date
Processed by:		Date :