



# Weill Cornell Medical College in Qatar

## Change of Grade Form

### Student Information

ID Number	Last Name	First Name

Course Prefix and Number	Section	Credit Hours	Course Title

### Change of Grade

Changes in a grade may be made only to assign a grade to previously incomplete coursework or if the instructor made an error in assigning the original 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 and issue the student a revised "Grade Report".

In the event that a grade change results in a change of student status (*example: the student's GPA falls below 2.0*), then the Registrar will advise the Chairperson of the Promotion and Graduation Committee for committee review.

				Term		
Change from:		Change to:		FALL 20 ____	SPRING 20 ____	SUMMER 20 ____
Reason for change:						

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