



**OFFICE OF THE REGISTRAR  
(Exams & Senate Matters Unit)  
BABCOCK UNIVERSITY**

**REQUEST FOR CHANGE OF GRADE FORM**

**Note: This form must be used before all incomplete and other grades can be effected.**

**\*\* (To be completed in Triplicate) \*\***

I hereby request that the following grade(s) be effected:

Course Code \_\_\_\_\_ Course Title \_\_\_\_\_

Course Unit \_\_\_\_\_ Former grade \_\_\_\_\_ Present grade \_\_\_\_\_

Semester/Session \_\_\_\_\_ Semester/Session \_\_\_\_\_  
(When the course was taken) (When the request is being made)

Reason for the Changing \_\_\_\_\_

Student Name \_\_\_\_\_

Matric # \_\_\_\_\_ Level \_\_\_\_\_ Program \_\_\_\_\_

Department \_\_\_\_\_ School \_\_\_\_\_

Lecturer's Name \_\_\_\_\_ Signature \_\_\_\_\_

**APPROVAL**

HOD \_\_\_\_\_ Signature&Date \_\_\_\_\_

DEAN \_\_\_\_\_ Signature&Date \_\_\_\_\_

REGISTRAR \_\_\_\_\_ Signature&Date \_\_\_\_\_

Officer in Charge \_\_\_\_\_ Date Change Effected \_\_\_\_\_

**Note:**

**Any change that is not in line with the stated policy of the University will not be accepted.**

“Incomplete because of illness or other recognized emergency must be made up by the mid-semester point of the following semester or the grade automatically becomes an ‘F’. (2008-2009 Babcock University Bulletin, Page 18)”

CC: Registry (Exams & Records)

Dean

HOD

School Officer.

**Photocopies of answer scripts of examination and list of all students registered for the course should be attached.**