



# Africa International University

## Examinations & Records

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### MARKS & GRADE CHANGE FORM

STUDENT NAME:

STUDENT NUMBER:

PROGRAMME OF STUDY:

Course Code:

Course Title:

Semester and Year the Course was taken:

Previous & Current Graded Results:

- |                           |     |              |       |                  |
|---------------------------|-----|--------------|-------|------------------|
| 1. <b>Previous Marks:</b> | CAT | Exam/Project | Total | <b>Old Grade</b> |
| 2. <b>Current Marks:</b>  | CAT | Exam/Project | Total | <b>New Grade</b> |

Reasons for the Change of Grade: (tick)

1. Family emergency (medical or death) of immediate member (attach documentations).
2. Major illness of the student during the term preventing completion of course (attach medical documents).
3. Incomplete assignment completed.
4. Miscalculation of marks.
5. Emergencies at work (Attach details from the student including the name and contacts of a person who can verify this from the student's place of work).
6. Non-payment of fees that hindered course completion. This is for students applying for a WI (withdrawal Incomplete) grade.

Faculty Name:

Date:

Faculty Signature:

#### **Dean of School Approval**

Dean's Signature:

Date: