



King Fahd University of Petroleum & Minerals

Deanship of Admissions & Registration

Office of the University Registrar

GRADE CHANGE FORM

INSTRUCTIONS

1. Fill in all the information below and **send all copies** to the Office of the University Registrar.
2. After processing, copies will be sent to the instructor and the chairman of the department.
3. The instructor's and the chairman's signatures are needed if an "IC" grade is to be changed to a final grade (See Article 24 of the Study & Examinations Regulations and its Implementation Rules).
4. For change of grade other than as mentioned in (3) above, the instructor's, the chairman's, and the dean's signatures are required (See Implementation Rules for Article 35 of the Study & Examinations Regulations).
5. For the time limit within which a grade (IC or otherwise) can be changed, please refer to Article 24 and its Implementation Rules, and Implementation Rules for Article 35 of the Study & Examinations Regulations).

FOR INSTRUCTOR'S USE

Student Number

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Last Name

First Name

Father's

Grand Father's

Course No.

ALPHA			NUMERIC			SEC	

Title:.....

The term the old grade was given

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Justification for change:.....

Old Grade

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New Grade

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APPROVALS (see instructions above)

INSTRUCTOR (Signature & Date)

CHAIRMAN (Signature & Date)

Department Stamp

DEAN (Signature & Date)

FOR OFFICE OF THE UNIVERSITY REGISTRAR

Processed by:.....

University Registrar