

---

## CHANGE OF GRADE REQUEST (initiated by the student)

### STAGE 1: CHANGE OF GRADE REQUEST (initiated by the student)

(Student)

Change of Grade Request

Speak to him/her

---

### NEXT STAGES

Grade Change Requests

---

### STAGE 2: GRADE APPEAL

A Grade Appeal follows a Request for a Change of Grade.

- (a) applied inappropriate criteria in evaluation
- (b) unfairly interpreted your work in light of stated criteria

---

### STAGE 3: GRADE REVIEW PANEL

---

CHANGE OF GRADE REQUEST (initiated by the student)

Within 7 calendar days of the date of receipt of this request

1.
----