



Grade Change Submission Form
Instructor Use Only)

Submit the completed form to the Office of the Registrar at jhebeler@coquitlamcollege.com.

If the matter cannot be resolved informally between the instructor and the student, the student may choose to submit a *Final Grade Appeal Form* to the Office of the Registrar for formal review.

For more information, review the *Appeal of Final Grade* policy available on the [Coquitlam College Policies](#) page.

STUDENT INFORMATION		
Legal Last Name (Family Name)	Legal First Name (Given Name)	Student #
Email Address		Telephone Number
COURSE DETAILS		
Course Name (e.g., Financial Accounting I)		
Course Subject (e.g., ACCT)	Course Number (e.g., 101A)	
Instructor Name	Semester	Year
Original Final Grade %	Original Final Exam %	
Revised Final Grade %	Revised Final Exam %	
APPEAL RATIONALE		
Please provide a detailed explanation for the reason behind the grade change, including relevant context, discussion with the student (if applicable), and justification for the updated grade.		
INSTRUCTOR/DEPARTMENT HEAD APPROVAL		
Instructor Name	Instructor Signature	
Department Head Name	Department Head Signature	
OFFICE USE ONLY		
Administrative Approval		
Grade Changed (YES/NO)	Date of Approval (yyyy/mm/dd)	
Authorized By (Name)	Signature	