

**CHANGE OF MARK FORM**

To be used for official record changes to a student's mark. Change of Mark forms should only be used where an instructor is changing a student mark that has already been submitted electronically or in the case of special graduate level courses where the original mark is being submitted on a Change of Mark form for courses with placeholders (ex: project, paper, placement, practicum).

Last Name	First Name		Student ID	Date
Course Title <i>Ex: World Cultures</i>	Subject <i>Ex: ANTH</i>	Course No. <i>Ex: 1034</i>	Section <i>Ex: FDE, GAO</i>	Year & Term <i>Ex: 2024F, 2025W</i>
Mark was recorded as _____  Mark is changing to _____				
<b>Reason</b>	Incomplete Cleared	Other - add comment below (ex: Mark was IP, Project complete, etc.)		
	Reassessment	Special Examination - Check only if the exam was formally arranged through the Scheduling Office		
<b>Comment</b>				

**Appropriate Signatures are Required Prior to Submission (see guide below)**

Instructor Name (Print)	Instructor Signature	Department	Date
Chair/Director/GCoord (Print)	Chair/Director/GCoord Signature	Department	Date
Dean (Print)	Dean Signature	Faculty	Date

Change of Mark forms submitted by email must come from a Departmental email, Administrative Assistant email, or Dean/Chair/Director/Graduate Coordinator email. Other submissions will not be accepted. Change of mark forms can be emailed to [processing.aarr@lakeheadu.ca](mailto:processing.aarr@lakeheadu.ca). If submitting multiple Change of Mark forms in one email, please make sure each form is attached separately.

**Guide**

When	Signatures Required
Instructor is a different person than Chair/Director/Grad Coordinator	1. Instructor 2. Chair/Director/Graduate Coordinator
Instructor is the Chair/Director/Grad Coordinator	1. Chair/Director/Graduate Coordinator 2. Dean
Previous Terms, Substantial Grade Changes or Unusual Situations	1. Instructor 2. Chair/Director/Graduate Coordinator 3. Dean