

CHANGE OF MARK FORM

To be used for official record changes to a student's mark

Student Name	Student Number	Date

Course Title	Subject	Course No.	Section	Year & Term
i.e. Intro to Psychology	i.e. PSYC	<i>i.e. 1100</i>	<i>i.e. FA</i>	i.e. 2015F

Mark was recorded as	
Mark should now be recorded as	

Reason for Change	Incomplete Cleared	Other
	Mark Reassessed	Special Examination (Check only if the special examination was formally arranged through the scheduling office)

Appropriate Signatures are Required Prior to Submission				
Instructor Name (Print) Instructor Signature		Department	Date	
Chair / Director (Print)	Chair / Director Signature	Department	Date	
Dean (Print)*	Dean Signature	Faculty	Date	

* Dean's signature only required in cases where Instructor and Chair are the same person, the mark change is substantial in value, or the mark change is not from the current academic term.

For Office Use Only				
Comments	Coded By	Date Coded	IS	File Term
			JI	
			PJ	

Personal information on this form is collected under the general authority of the Act Respecting Lakehead University and may be used to alter student records. Any questions about this form can be directed to: Enrolment Services - Academic Advising, Records and Registration, Lakehead University, 955 Oliver Road, Thunder Bay, ON P7B 5E1, Canada. Tel: (807) 343-8675, Fax: (807) 343-8156, Email: records@lakeheadu.ca