



SUPPLEMENTARY GRADESHEET – ADD/CHANGE A GRADE (SGAC)

This form is for use by academic staff for the addition or change of a grade. In accordance with Risk Management practices if the institution, **students are not to handle this form**. The form is to be completed by the Lecturer, reviewed by the HOD and approved by the Dean of the Faculty in which the course resides. If the Lecturer of the course is unable to make the request, the HOD may make the request. The form will then be signed by the Dean and VP, Academic Affairs.

Requests to amend the grades for 2 or more students for the same reason in the same course must have the individual forms accompanied by an explanation in writing. If a mistake is made for an entire class or a significant portion thereof there shall be a special explanation in writing from the Lecturer, the HOD and the Dean. The Dean will be required to submit the written explanation to the Academic Board and also to make an oral submission to the Board.

SECTION I - STUDENT INFORMATION

NAME: _____
First Name Last Name

ID NUMBER: _____ CURRENT YEAR OF PROGRAMME: 1 2 3 4

SECTION II - PROGRAMME AND COURSE INFORMATION

FACULTY: Education Humanities & Liberal Arts Science & Technology Graduate School

DEPARTMENT: _____ SPECIALIZATION: _____

COURSE CODE: _____ COURSE TITLE: _____

COURSE ORIGINALLY TAKEN: YEAR: _____ SEMESTER: 1 2 Summer Session

LECTURER: _____ ORIGINAL GRADE RECEIVED: _____ % _____ %
Coursework Exam

NO. OF COURSEWORK PIECES REQUIRED: _____ NO. OF COURSEWORK PIECES SUBMITTED: _____
(i.e. in accordance with submission deadlines)

SECTION III – REASON FOR CHANGE IN (REPORTED) GRADE

- | | |
|--|---|
| <input type="checkbox"/> grade omitted in original grade entry | <input type="checkbox"/> exam resit / coursework resubmission |
| <input type="checkbox"/> entry error by lecturer, including miscalculation | <input type="checkbox"/> late submission of coursework by student |
| <input type="checkbox"/> only one component of grade was entered | <input type="checkbox"/> late submission of grades by lecturer |
| <input type="checkbox"/> removal of an "Incomplete" grade | <input type="checkbox"/> other _____ |

SECTION IV – GRADE ADJUSTMENTS

ASSESSMENT RATIO: 50 CW : 50 EX 60 CW : 40 EX 40 CW : 60 EX OTHER: _____

%
(New) Coursework Grade Name of Lecturer Submitting Change

%
(New) Examination Grade Signature of Lecturer Submitting Change Date

SECTION V – AUTHORIZATIONS

I have reviewed and support the application. _____
Signature of Department Head Date

I have reviewed and approve the application. _____
Signature, Dean of Faculty Date