



**KOÇ  
UNIVERSITY**

### CHANGE OF GRADE FORM

Student ID # \_\_\_\_\_ Semester \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

C O U R S E	Code	Title	Credit

G R A D E	Changed	New	Reason for change _____ _____

Instructor's Name and Surname \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Signature Date \_\_\_\_\_

Processed by \_\_\_\_\_

Processing Date \_\_\_\_\_

*Change of Grade Forms are only available for in-person pick up by faculty and staff, or via internal mail submitted directly to the faculty member.*

*Kindly fill out this form and hand it (or send it via internal mail) to the Registrar's Office.*



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