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**Instructions for submission:**

- 1) Academic Chair Administrative Assistant, Instructor or Coordinating Instructor fills out the Grade Change Request Form for entire class, or those affected.
  - 2) Academic Chair approves
  - 3) Completed form is emailed to [StudentServicesRep@nbcc.ca](mailto:StudentServicesRep@nbcc.ca) (RS – Records Specialists, formerly known as SSRs)
  - 4) Records Specialist updates the mark(s) in SIMS
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**Program Information (Proceed to page 2 for Student Information)**

Program Name:		Course Name:	
Program Plan:		Course Code:	

**Reason for Mark Change:****Approval**

Coordinating Instructor		Date:	
Academic Chair		Date:	

**\*\*Please also complete page 2 of this document**

