**SATA TECHINOLOGE AND BUSINESS COLLEGE (STBC)**

**STUDENT SERVICE CENTER**

**UNDER GRADUATE STUDENTS GRADE CHANGE FORM**

**PART-I: PERSONAL INFORMATION**

* 1. Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID.No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(USE BLOCK LETTER)
  2. Faculty :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Class Year:\_\_\_\_\_\_\_\_ Semester:\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_
  4. Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  5. Reason for Grade change:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Grade changed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Grade** | | **New Grade** | |
| 100% | Letter Grade | 100% | Letter Grade |
|  |  |  |  |

The above Class Roll is Complete and Correct

* 1. Instructor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART-II: (CONCERNED BODIES) FULL NAME SIGNATURE**

2.1. Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

2.2. Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

2.3. Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_