TORONTO SCHOOL OF THEOLOGY

CHANGE OF GRADE FOR STUDENT RECORD

INSTRUCTIONS: This form is to be completed by the instructor. The fillable PDF function should be used when completing this form. When the form is complete, please print it off, sign it, obtain the signature from the college authorization, then submit to the Registrar's Office of the college who 'owns' the course (usually identified by the first two letters of the course code). The change in grade will then be entered onto the student's academic record (ROSI).

Section 1: STUDENT INFORMATION

Last Name:		First Name:
College:	Program:	Student Number:

Section 2: COURSE & GRADE INFORMATION

Course Code:	Course Title	
Session:	Former Grade:	New Grade (Numerical):
Name of Instructor:		

Section 3: SIGNATURES

Instructor:	Date:
College Authorization:	Date:

Personal Information is protected at all times.
If you have questions, please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3
or call 416-978-4040.

Office Use:

☐ Date Received: _____   ☐ Date Entered on ROSI: _____