



INSTRUCTIONS: This form is to be completed by the course instructor. Once completed and signed by the appropriate college authority, please submit to the college Registrar's Office. In both cases this should be the college offering the course. The college registrar will revise the grade in the student's academic record.

For 1000-3000 level courses, submit a 2-digit numerical grade; for 5000-7000 level courses, submit a letter grade.

Section 1: STUDENT INFORMATION

Last Name:		First Name:	
Student's College of Registration:	Program:		Student Number:

Section 2: COURSE & GRADE INFORMATION

Course Code:	Course Title (abbreviated if necessary):		
Name of Instructor:			
Session:	Former Grade:	New Grade:	
Brief reason for change of grade:			

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 in ROSI: _____