University of the Southern Caribbean

GRADE QUERY/CORRECTION REQUEST

Name: _____
LAST FIRST MIDDLE

USC ID NO.: _____ AU ID NO.: _____

Phone No.: _____ Date of Request: _____

Query/Correction requested for:

School Year	Semester	Course No.	Course Title	Credits

Lecturer for the Course: _____

State your query or the correction requested:

_____
_____
_____
_____
_____

Lecturer's Remarks:

_____
_____
_____

Correction cannot be made/Grade cannot be changed because of the following:

_____
_____

Please seek advice from the Dean of your school.

Correction made by Data Entry and entered on _____ _____
Date Signature: Data Entry

Copies sent to: Student [ ] Advisor [ ] Lecturer [ ] Dean of School [ ]

Date sent: _____ by _____

Note: All queries on courses and credits must be submitted on the required form within two weeks of having received the grade report.