

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD  
OFFICE OF THE DEAN (ACADEMIC)****REQUEST FOR CHANGE OF GRADE**

Academic Session		Semester	Monsoon	Winter	Summer
1.	Title of Course				
2.	Course Code	Program			
3.	Admission No.	Student Name			
	Original Grade Awarded	Proposed corrected Grade			
<i>(If more than one student, please provide the list of students with name, Admission No. and grade details)</i>					
4.	Reasons for Grade Change				
5.	Name of the Instructor-in-charge	Prof.			

**Encl: Please attach photocopies of all relevant documents for substantiating the reason of Grade Change**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Instructor-in-charge)

Forwarded by Head of the Department with comments, if any: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Head of the Department)**Recommended by Dean (Academic)**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Dean, Academic)**Approved / Not Approved**

By

(Chairman, Senate)

Date: \_\_\_\_\_

**Note:**

1. Request for change of Grade be made positively within seven days from the date of submission of Grades.
2. No information about the recommendation of the change of grade be given to the concerned student.