Bilkent University

**Letter Grade Correction Form**

(Bilkent University Academic Rules and Regulations - Article 4.12)

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| **Academic Year** |  |
| **Semester** | **□ Fall □ Spring □ Summer** |

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| **STUDENT INFORMATION** |
| **Student ID No :** |
| **Name :** |
| **Department :** |

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| **COURSE INFORMATION** |
| **Course Code : Section :** | **Course Name :** |

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| **GRADE INFORMATION** According to Article 4.12 of Bilkent University Academic Rules and Regulations, instructors who discover a material error in a previously submitted letter grade may use this form to request a correction within the deadlines set in the aforementioned article. |
| **Letter Grade to be changed From To .****Please clearly explain the reason for the proposed grade correction :** |

|  |  |
| --- | --- |
| **INSTRUCTOR** | **CHAIR** |
| **Name :** | **Name :** |
| **Date :** | **Date :** |
| **Signature :** | **Signature :** |
| **Is this a graduate level course** **□** Yes **□** No*If Yes, Graduate School approval is required:*  | **GRADUATE SCHOOL DIRECTOR**  *(when applicable)***Date:** |
|  **APPROVAL OF THE DEAN Date:**  |
| **APPROVAL OF VICE RECTOR FOR STUDENT AFFAIRS Date:** |

ÖİRY / ÖİM / 2021