



# Bilkent University

## Letter Grade Correction Form

(Lisans ve Ön Lisans Eğitim-Öğretim Yönetmeliđi - Article 4.12)

<b>Academic Year</b>	
<b>Semester</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer

<b>STUDENT INFORMATION</b>
<b>Student ID No :</b>
<b>Name :</b>
<b>Department :</b>

<b>COURSE INFORMATION</b>	
<b>Course Code :</b>	<b>Course Name :</b>
<b>Section :</b>	

<b>GRADE INFORMATION</b> 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.
<b>Letter Grade to be changed From _____ To _____.</b>
<b>Please clearly explain the reason for the proposed grade correction :</b>

<b>INSTRUCTOR</b>	<b>CHAIR</b>
<b>Name :</b>	<b>Name :</b>
<b>Date :</b>	<b>Date :</b>
<b>Signature :</b>	<b>Signature :</b>
<b>Is this a graduate level course</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, Graduate School approval is required:</i>	<b>GRADUATE SCHOOL DIRECTOR</b> (when applicable) <b>Date:</b>
<b>APPROVAL OF THE DEAN</b>	<b>Date:</b>
<b>APPROVAL OF VICE RECTOR FOR STUDENT AFFAIRS</b>	<b>Date:</b>