### Letter Grade Correction Form
(Lisans ve Ön Lisans Eğitim-Oğretim Yönetmeliği - Article 4.12)

<table>
<thead>
<tr>
<th>Academic Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Semester</td>
<td>☐ Fall ☐ Spring ☐ Summer</td>
</tr>
</tbody>
</table>

**STUDENT INFORMATION**

- Student ID No:
- Name:
- Department:

**COURSE INFORMATION**

- Course Code:
- Course Name:
- Section:

**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**
- Name:
- Date:
- Signature:

**CHAIR**
- Name:
- Date:
- 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: