भारतीय प्रौद्योगिकी संस्थान हैदराबाद

कन्दी – ५०२ २८४, संगारेड्डी, तेलंगाना, भारत

Indian Institute of Technology Hyderabad

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Grade Change Form

Course Instructors should complete and submit this form to the Academic Office for change of grade(s).

1. Course No:

2. Course Title:

3. Academic Period (course offered for):

4. Grade Change details:

S No	Student Name	Roll No	Old Grade	Revised Grade

(Additional Sheet may be enclosed, if required)

5. Justification for grade change request:

☐ Incomplete Grade", Requirements completed

☐ Data Entry Error (Proof should be enclosed)

☐ Totaling Error (please enclosed the copy of answer script)

☐ Others (please specify and enclose the proof) ---

Remarks (if any):

Course Instructor's Signature (with Date):

Name   Signature of the HOD

Deputy Registrar (Academics)   DEAN (Academics)

Please note as per the 52nd senate resolution Incomplete grades have to be submitted within two months from the deadline of grade submission. Medical cases will be dealt on a case-to-case basis. During the semester time, medical certificates from IITH medical officers can only be taken into consideration. Further the certificate cannot be issued post facto.