The University of the Southern Caribbean
GRADE QUERY FORM/ GRADE CORRECTION REQUEST

This form must be completed in BLOCK LETTERS ONLY.

A fee of TT$200.00, for each query made, must accompany this form. The fee will be acknowledged by a receipt. For each successful query, the related fee will be refunded.

Please return filled form and receipt via email to Mrs. Sherma Giffard-Morris at smorris@usc.edu.tt

PERSONAL DETAILS

USC ID: _____

Name: _____
Last Name First Name Middle Name

Tel (H): _____ Tel (M): _____ Email: _____

Programme of Study _____

DETAILS OF QUERY

School Year	Semester	Course Code *(E.g. RELT100)*	Course Title *(E.g. God & Human Life)*	Instructor
20----/20----				

REASON FOR QUERY

(State in detail your basis for believing that your mark / grade is not consistent with your performance in the particular/overall assessment / examination)

_____ _____
Student's signature Date (yr. / mth. / day)

FOR OFFICIAL USE ONLY

Course Code & Title	Old Grade	New Grade	Comments
			Instructor: _____ _____ _____ Print Name Signature Date

COMMENTS OF PROVOST /DESIGNEE:

☐ Approved ☐ Denied (reason) _____

Signature: _____ Date: _____

TO BE COMPLETED BY REGISTRY (DATA ENTRY)

Received by: _____ _____
Print Name Signature Date

Change made by: _____
Print Name Signature Date

Note: Grade queries must be submitted on the required form within two weeks of receipt of your grade report.