



STUDENT GRADE QUERY & REVIEW REQUEST

SECTION 1: STUDENT AND CONTACT INFORMATION

Form section for student and contact information including fields for *FIRST NAME, *MIDDLE NAME(S), *LAST NAME, *I.D. #, EMAIL, PHONE (HOME, MOBILE, WORK), CAMPUS(ES) ATTENDED, PROGRAMME REGISTERED FOR, and ORIGINAL GROUP.

SECTION 2: QUERY INFORMATION

Form section for query information including fields for NATURE OF QUERY / REVIEW and DATE OF EXAMINATION.

SECTION 3: SIGNATURE

Signature line with fields for *NAME, *SIGN HERE, and DATE.

FOR OFFICIAL USE ONLY

Official use section including fields for RECEIVED BY, SENT TO FOR ACTION, RESULT OF INVESTIGATION / REVIEW, ACTION TAKEN, and various dates (DATE RECEIVED IN THE EXAM DEPARTMENT, DATE ACTION TAKEN, DATE STUDENT SERVICES OFFICER ADVISED OF THE RESULTS, DATE STUDENT ADVISED).