**Memorandum**

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| **To:** | Executive Dean |
| **From:** |  |
| **Subject:** | Change of Result Request  Course:  Student Name:  Student ID: |
| **Date:** |  |

# Nature of Request

This application is to request approval for a change of grade for …

**Background** *[please ensure all reasons for the delay in the CoR are provided]*

**Executive Dean Decision:**

**Name:**

Executive Dean

Faculty