

Change of Results Form

COR

- This form should **ONLY** be used if the result release date was over 2 years ago. If the result was released in the past 2 years, this request should be submitted via <https://deferredexams.acu.edu.au/changeofresults/www/login.php>
- A change to a result must be approved by the Lecturer/Course Coordinator, Head of School/Deputy HOS and Executive Dean
- Interim grades (NF, DE, IP, CU) are to be changed in **Student Connect**
- The COR form can be used to authorise a change of grade for 10 students in the SAME unit
- For large units please attach an excel spreadsheet, including all the information as below, using the user guide provided on our Results webpage
- Authorized COR forms are submitted to Student Results - stresults@acu.edu.au

SECTION A | Unit Details

Year		Semester/Study Period		Campus	
Unit CRN		Unit Code		Title	

SECTION B | Student Details - all information must be provided

Reason Code Meanings: AP = Successful Appeal; CN = Conversion of Interim Grade; IC = Instructor Correction; RG = Review of Grade; SA = Supplementary Assessment; EE = Entry Error; FG = Finalised Interim Grade

	Student ID Number	Student Name [family name, given name(s)]	Current Grade	Current Mark	New Grade	New Mark	Grade required for course completion? Yes/No	Reason Code*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

LECTURER/COURSE COORDINATOR (full name) _____ (signature) _____ Date: _____

HEAD OF SCHOOL/DEPUTY HOS (full name) _____ (signature) _____ Date: _____

Executive Dean must approve if a period of six months has lapsed since the original grade allocation

EXECUTIVE DEAN (full name) _____ (signature) _____ Date: _____