

# COR

## Change of Results form

- Change of results requests must be approved by the Head of School or the Deputy Head of School.
- A change to a grade after 6 months must be approved by the Executive Dean following an outcome under University policies; such as Academic Honesty, Student Appeals, or Student Conduct and Discipline.
- The COR form can be used to authorise a change of grade for 10 students in the SAME unit.
- Interim grades (NF, DE, IP, CU) are to be changed in Student Connect. For NF grades unable to be changed in Student Connect please write NF with the Mark (%) in the current Mark cell. i.e. (NF) 49%
- A separate form must be used for each unit.
- For large units please attach an excel spreadsheet, including all the information as below, using the user guide provided.
- Authorized COR forms are submitted to Student Results - stresults@acu.edu.au.



### SECTION A | Unit Details

<b>Year</b>		<b>Semester/Study Period</b>		<b>Campus</b>	
<b>Unit CRN</b>		<b>Unit Code</b>		<b>Title</b>	

### SECTION B | Student Details - all information must be provided

\*One of the following reason codes must be used: AP=Successful Appeal; CN= Conversion of Interim Grade; IC=Correction by School; RG=Review of Grade; SA=Result from Supplementary Assessment

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: \_\_\_\_\_