

Notification of Change of Status for Incomplete Unit

Student Name: _____ Student No: _____

Unit Code: _____ ***Year of enrolment in Unit: _____ ^(circle one) 1st Sem / 2nd Sem / Full Year

Degree _____

Mark for Unit: _____ (between 0 – 100 or 'S' for Placement)

Grade	Abbr	Standardised Numerical Grades	GPA Weighting	Old Grade Equivalence
High Distinction	HD	85-100	4	A
Distinction	D	75-84	4	A
Credit	Cr	65-74	3	B
Pass	P	50-64	2	C
Pass Conceded	PC	45-49	1	CQ
Fail	F	0-44	0	F
Satisfactory	S	Placements	Not graded	Completed

Signature of Academic: _____ Name: _____
(Unit Chair)

NOTE: *Only this form is required by Admin staff to change a grade so please complete and give to the PA to Dept Manager, Avril Moss, in C3A 522.*

***** Year and semester of enrolment is very important as it is the only way to access the student's grade on Student One so this must be entered correctly otherwise the grade will not be able to be located on Student One.**

Admin Use Only

Incomplete Result Changed on Student 1

Name: _____ Date: _____