

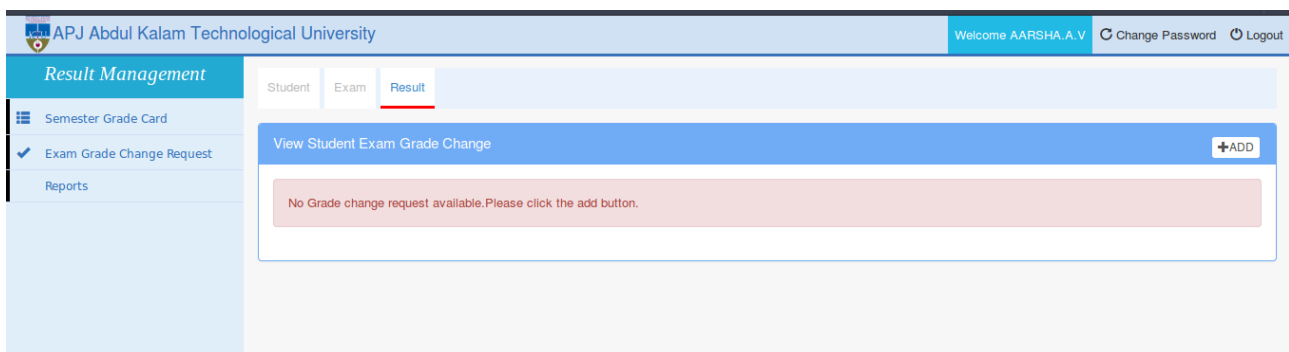
## Managing Student Grade Change Requests- Help Manual for Students

Student preference is to be collected online after result publishing if a student gets different grades in both Revaluation and Supplementary. There is a feature for the student to opt for the grade is to be considered as his/her final grade.

If a student has more than one pass result for a course (for example, one from a revaluation and the other from a Supply), the student can choose the Exam Result to be considered, accordingly the grade and passing month/year are shown. Student can request from his/her portal. Once University approves the request, the semester grade card should be regenerated.

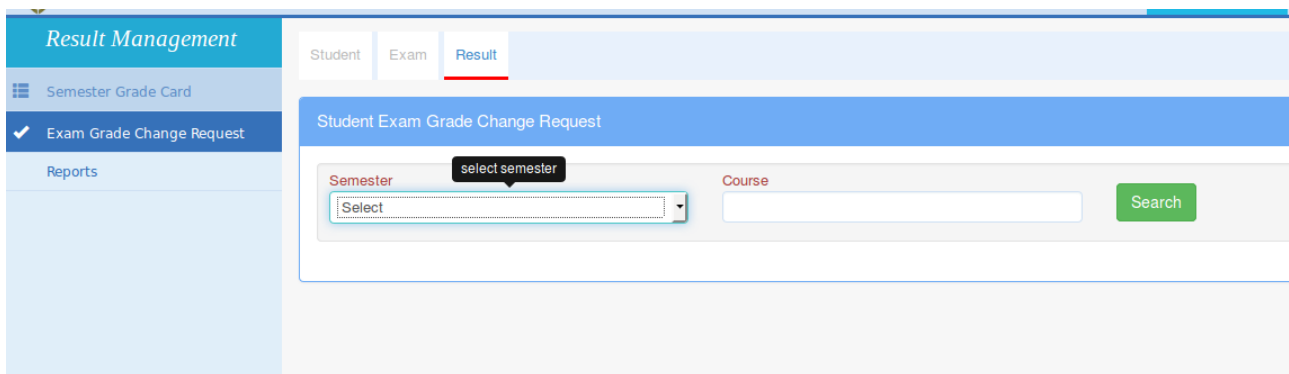
### Steps to be followed

- Go to **Result** → **Exam Grade Change Request**
- The page displays the already existing grade change requests.



- Click on **Add** button on the top right to add new grade change request.

The page navigates to Student Exam Grade Change Request page. Here, the student can select the desired **Semester** and **Course** for which grade change is required (ref below image)



- When a course is selected, the page displays the grades related to the selected course.
- The grade currently available for the selected course in student's curriculum will be displayed as **Existing Grade**. (ref below image)
- The **Choose Grade** check box will be displayed against the other grade of the course. (ref below image)

## Student Exam Grade Change Request

Semester

S1

Course

BE110(ENGINEERING GRAPHICS)

Search

Student should download: StudentRequestTemplate.pdf" available below and fill up in own handwriting and sign on it. The scanned copy of this signed request should be uploaded before submitting the request. Online submission for grade change without signed request will NOT be considered under any circumstances.

↓ StudentRequestTemplate.pdf

Examination	Exam Month	Exam Year	Valuation Type	Course	Grade	Choose Grade
BTech S1 regular examination 2016-17	December	2016	Revaluation	BE110(ENGINEERING GRAPHICS)	B	<input type="checkbox"/>
B.Tech S1,S2 Supplementary Examination 2016-17	June	2017	Valuation	BE110(ENGINEERING GRAPHICS)	B+(Existing Grade)	

- Click on **StudentRequestTemplate.pdf** file (see above) to download the format of request letter available (screenshot of the file is below)

From

Student Name :

Register No :

Email ID :

Mobile :

Name of College :

To

Controller of Examinations

KTU

Sir,

I kindly request you to change my grade in examination as requested below.

Course Code :

Course Name :

Name of Examination	Valuation Type	Grade	Choose Grade(tick the required grade)
BTech S1 regular examination 2016-17	Revaluation	C	
B.Tech S1,S2 Supplementary Examination 2016-17	Valuation	B	

### Declaration

I understand and accept that once the request for grade change as mentioned here is submitted i cannot further request for a grade change for the same course.

Place :

Date :

Signature of Staff advisor/HOD

Name and Signature of Student

(college seal)

- Check **Choose Grade**, to enable the grade change request
- Print the downloaded **StudentRequestTemplate.pdf** file, fill it up in student's own handwriting, scan, obtain attestation of Staff advisor / HOD(with college seal)and upload it.
- Check the declaration as shown below and click **Save** button to save the changes
- **Submit** button will be displayed after saving (as in the below image)


Student Exam Grade Change Request

Semester: S1 Course: BE110(ENGINEERING GRAPHICS) Search

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Examination	Exam Month	Exam Year	Valuation Type	Course	Grade	Choose Grade
BTech S1 regular examination 2016-17	December	2016	Revaluation	BE110(ENGINEERING GRAPHICS)	B	<input checked="" type="checkbox"/>
B.Tech S1,S2 Supplementary Examination 2016-17	June	2017	Valuation	BE110(ENGINEERING GRAPHICS)	B+(Existing Grade)	<input type="checkbox"/>

Student Request(pdf Format) 

I understand that it is my final chance to change the grade from B+ to  and further change will not be possible.

Submit

- Verify the details and click **Submit** to submit the grade change request to the University.