



Today's Date: _____

Request for Change of FD/NMD Grade Form

As per the Douglas College Grading policy, a student who has received a final grade of "FD" (failure, academic dishonesty) or "NMD" (non-mastery, academic dishonesty) as a result of violating the Academic Integrity policy may apply to have the grade converted to an "F" (fail) or "NM" (non-mastery), as appropriate, **after a period of two years following the student's graduation or last semester attended.**

Note: A transcript will not be generated by this application. Students requiring a copy or copies of an official transcript reflecting this change in grade must submit a separate request for transcript(s) through myAccount.

STUDENT INFORMATION			
Student Number:		Student Name:	
Telephone Number:		Email Address	
Semester:	Year:	Subject Code:	Course Number:
Date of Graduation (if applicable):		Last Semester Attended :	

STUDENT SIGNATURE

Date Received: Enrolment Services

FOR OFFICE USE ONLY	
Date Entered:	Change of Grade entered by:

Collection Notice
Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your Request for Change of FD/NMD Grade. Questions about the collection of this information may be directed to the Associate Registrar, Records, System and Scheduling at 604-527-5011 or reg_admin@douglascollege.ca