AFRICA COLLEGE OF THEOLOGY

MISSING GRADES CLAIM FORM
(For Modules Fully Completed With Evidence)

Note: This form is to be used by students who have **fully completed a module** but **cannot find their grade** on the student portal, transcript, or academic record. Students must attach **clear evidence** proving completion of the module from their Exam Booklet and evidence of a fully signed class attendance list.

Student Information

Student Name: _____   Student ID: _____

Degree Program: _____   Your Intake: _____   Current Academic Year: _____

Email: _____   Phone No: _____

Please fill out the module for which the grade is missing.

No	Module Code	Module Name (CAT/ FINAL EXAM)	Intake offered	Semester-Month	Instructor
1					
2					
3					
4					

Attached Evidence

(Tick and attach copies where applicable)

Evidence Type	Tick
❑ Marked assignments/Assessments/ Exam	YES/NO
❑ Exam attendance list / class attendance proof	YES/No

Evidence Type	Tick
❑ Screenshot from Student Portal (Missing Grades)	YES/NO
❑ Instructor confirmation (if available)	YES/NO
❑ Any other relevant evidence from the Booklet.	

I _____hereby confirm that all information provided on this form is accurate and complete to the best of my knowledge, and I fully acknowledge that any false or misleading details may affect the processing of my request.

Date _____