



**Office of the Associate Dean  
Academic and Student Relations**

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**MEMORANDUM**

To: All Law Students  
From: Associate Dean Academic and Student Relations  
Re: **TRANSCRIPTS OF FINAL GRADES**

Grades in courses completed in the any term will not be considered final or official until formally approved by the Faculty Council. The Associate Dean, Academic & Student Relations will notify students by email that the grades are approved. The email will indicate the beginning and end of the 21 day appeal period. Your professors can not release your grades to you before the Faculty Council approves them.

Students may view and download a list of their final grades (i.e. their unofficial transcripts) by logging onto My Page at: <https://www.uvic.ca/current-students/index.php>

Students are advised that any grade information that they may obtain prior to the official release of grades is unofficial.

The Faculty does not issue official statements of grades to students.

Official transcripts of final grades may be obtained through the Undergraduate Records Office. Information and instructions on how to order your Official transcripts is available on the Registrar's website here:

<http://www.uvic.ca/current-students/home/academics/transcripts/index.php>