



University of Victoria

Office of the Registrar
Division of Student Affairs
University of Victoria
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Undergraduate Grade Change Form

- To correct errors and/or change grade from DEF to Final grade
- NOTE TO DEPT/DEAN'S OFFICE – Please make a copy for your records prior to submitting a completed form to OREG.
- More information about grading can be found at www.uvic.ca/grading

Student Information (please print)

Last Name	Given Name(s)	Student Number
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Course and Grade Information

NOTE: Percentage grades are in effect for all courses offered starting SUMMER 2014 (201405) except for COM graded courses approved by Senate and identified as such in the course listing. For % grades between 0 – 49 include the equivalent F or N letter grade as appropriate.

COURSE: EXAMPLE ANTH 100	COURSE SECTION: A02	CRN: 12345
ASSIGNED GRADE:	REVISED GRADE:	TERM: 201405

REASON FOR THE GRADE CHANGE:

- Completion of deferred work approved through a *Request for Academic Concession* (RAC); a Deferred grade (DEF) must be on the student's record
- Calculation error
- Inclusion of work submitted after grade submission
- Graduating student – rush grade required
- Other _____
- _____
- _____

For Office Use Only

SHATCKN updated

Department Review/Approval

INSTRUCTOR NAME: (Please print)	INSTRUCTOR SIGNATURE:	DATE:
CHAIR OR DIRECTOR'S NAME	CHAIR OR DIRECTOR SIGNATURE: (Please send the completed form to the Dean or Designate of the faculty offering the course for final approval)	DATE:

Approval of Dean or Designate

Dean or Designate Signature	Date
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Freedom of Information/Protection of Privacy The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c. 468 and section 26 of the Freedom of Information and Protection of Privacy Act. If you would like further information, contact the Office of the Registrar, Division of Students Affairs or read UVic Policy 4400, Access to Student Records at uvic.ca/registrar/students/policies/student-information