

Application for Grade Adjustment

(For a Late Withdrawal, Retroactive Withdrawal, Retroactive Registration, or University Error/Grade Removal)

- This is an application for a grade of W if your late withdrawal from class(es) was for one of the following reasons:
Serious illness or accident • Death or serious illness of an immediate family member • Hospitalization as a result of serious illness or accident • Involuntary job transfer
 - This application may also be submitted when a student has made a registration error, or for a faculty/academic unit/university error.
- ➡ Submit this application to your primary faculty or academic unit with supporting documentation.
- ⚠ The University reserves the right to verify the authenticity of any supporting documentation that has been submitted.

Student Information

* Indicates required information

Last Name *	First Name *	Student ID *	Term *
<input type="text"/>	<input type="text"/>	<input type="text"/>	✓ Check only one <input type="checkbox"/> Winter (Jan-Apr) Year * <input type="checkbox"/> S / S (May-Aug) Year * <input type="checkbox"/> Fall (Sep-Dec) Year *
Student's Primary Faculty or Academic Unit *		Student's Campus or Federated College *	
<input type="checkbox"/> AR <input type="checkbox"/> CE <input type="checkbox"/> ED <input type="checkbox"/> GS <input type="checkbox"/> MP <input type="checkbox"/> SC <input type="checkbox"/> SP <input type="checkbox"/> BU <input type="checkbox"/> CT <input type="checkbox"/> ES <input type="checkbox"/> KI <input type="checkbox"/> NU <input type="checkbox"/> SW <input type="checkbox"/> SA		<input type="checkbox"/> U of R <input type="checkbox"/> Luther College <input type="checkbox"/> Campion <input type="checkbox"/> First Nations Univ of Canada	

Student Action:

✓ List the class(es) for the term below.
 ⚠ Note: Student eligibilities (study permit, loans, scholarships, etc.) may be impacted by your withdrawal.

Faculty/Academic Unit

✓ Enter the drop (WF Status) in Banner as soon as the student makes their request to be dropped.

Registrar's Office Use Only

➡ Only approved AGA forms are to be submitted to the RO.

CRN	Subject	Course	Section	Credit Hours	Holds are to be temporarily lifted for this process. <input type="checkbox"/> CRN dropped with WF Status <input type="checkbox"/> Yes <input type="checkbox"/> No-class is over <input type="checkbox"/> CRN dropped with WF Status <input type="checkbox"/> Yes <input type="checkbox"/> No-class is over <input type="checkbox"/> CRN dropped with WF Status <input type="checkbox"/> Yes <input type="checkbox"/> No-class is over <input type="checkbox"/> CRN dropped with WF Status <input type="checkbox"/> Yes <input type="checkbox"/> No-class is over <input type="checkbox"/> CRN dropped with WF Status <input type="checkbox"/> Yes <input type="checkbox"/> No-class is over	Current Banner Status		Adjusted Banner Status		
						Status Code	Drop Effective DD-MMM-YYYY	Status Code	Drop Effective Date DD-MMM-YYYY	Final Grade

Student Application Reason / Class Participation / Supporting Documentation *

* Indicates required information

➡ Please provide the reason for your application. *

Serious illness or accident including hospitalization
 Death or serious illness of an immediate family member
 Involuntary job transfer or call to military duty
 Student registration error; written explanation required
 University registration error; written explanation required

➡ Have you attached supporting documentation? For example, medical certificate, obituary, letter from employer, etc. * ➡ Yes No

➡ What was your last date of class activity, course work submitted, or attendance for this term? * ➡

Your personal information is collected under the authority of the University of Regina Act, and in accordance with the Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), for the purpose of a grade adjustment application. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5385.

DD-MMM-YYYY * Email address * Student's Signature *

DEAN or DESIGNATE USE ONLY

Do not write below this line

* Indicates required information

➡ This form is not to be submitted if the student already has a W grade unless it is for a university error to be reviewed.

W Grade granted for class(es) listed above

➡ When a student request for a W grade is received after the end of the term the request is to follow the university *Retroactive Withdrawal* policy (only withdrawal from all courses in the relevant term will be considered).
 If the W grade granted is an *exception* to the university *Retroactive Withdrawal* policy the reason for the exception is to be included below, or attached, or it may be communicated directly to the Assoc. Registrar, Operations (ARO). *

University error with supporting documentation

➡ **The RO (U of R) is responsible to confirm a university error and to determine the drop effective date.** Only select this when the student should never have been registered, and/or the drop effective date is deemed to fall in the no-grade drop period for the class/PoT. The grade, W or other, is removed by the RO and an adjustment of tuition and fees is processed without the need for an ATA. *Supporting documentation from the academic unit is required and must accompany this form if this is the case.* *

Registration - Retroactive

➡ **Note:** Only select this if the lecture period has ended. An explanation must be included for the Associate Registrar, Operations to review. *
 If the class has already been graded please submit a Grade Change Form through UR Docs.

Notes:

DD - MMM - YYYY ➡ The academic unit is to notify the student of the AGA outcome. Dean or designate signature *

REGISTRAR'S OFFICE USE ONLY

Do not write below this line

➡ **ARO Approval Required**

Retro withdrawal exception to policy
 Retro Registration
 University Error Review
 Deemed to be univ error

Process and Notification Actions:

Dean/designate signature verified
 External Accounts (FS)
 Copy to academic unit
 Term assessment - On/Off
 Receivables Supervisor(FS)
 Account reviewed
 Student Loans/Scholarships(SAFA)

ARO Signature DD-MMM-YYYY User Initials DD-MMM-YYYY Notes: