The Dean, Director or Designate authorizes the following grade or grade change. Where applicable, submit supporting documentation (e.g. medical certificate, registration form, etc.).

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

**STUDENT ID**

- - -

**CAMPUS** (Federated College) and **COLLEGE** (Faculty) on the student record: and

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
<th>Original Grade</th>
<th>Revised Grade</th>
</tr>
</thead>
</table>

**TERM IN WHICH THE ORIGINAL GRADE WAS RECORDED**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING/Summer</th>
<th>FALL</th>
</tr>
</thead>
</table>

**REASON FOR GRADE CHANGE** (Check one ONLY)

- AP: Appeal
- CR: Correct Registration Error
- DC: Deferred Exam now Completed
- IC: Incomplete now Completed
- IE: Arithmetical Error
- IR: Informal Reassessment by Instructor
- RE: Formal Reassessment
- SF: See Official Student File (documentation required)
- TS: Multi-Term Class Completed
- UC: Unreported Grade Received
- UN: Incomplete or Deferred Exam Not Completed
- SN: Special Needs
- XF: Disciplinary Ruling

**GRADING SYSTEM SUMMARY**

- AG: Aegrotat Standing
- AU: Audit, No Credit
- AW: Audit Withdrawal
- CW: Compulsory Withdrawal
- MC: Maintenance of Candidacy
- XF: Disciplinary Ruling

**SIGNATURES OF APPROVAL**

Campus (Federated College) - Offering the class

- UdR
- Campion
- FNUniv
- Luther

Signature of Instructor: DD - MON - YEAR

Signature of Department Head or Designate (offering the class): DD - MON - YEAR

Signature of Dean, Director or Designate (offering the class): DD - MON – YEAR

Instructor, Department Head, Dean comments:

This form should be submitted to the Dean, Director or Designate for authorization. After authorization, this form must be sent to the Registrar’s Office for Banner processing. The preferred method for this is by scanning it and then e-mailing it to Grades@uregina.ca. Alternatively, you may photocopy it and send the original, signed form.

**Whichever method is used, please ensure you notify the Campus and Faculty/College of the student.**

January 2015