# Grade Change Form

The Dean, Director, or Designate authorizes the following grade or grade change.

## STUDENT INFORMATION

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

## STUDENT NUMBER

<p>| | | | | | | | | |</p>
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## STUDENT CURRICULA

<table>
<thead>
<tr>
<th>AR</th>
<th>BU</th>
<th>CE</th>
<th>CT</th>
<th>ED</th>
<th>ES</th>
<th>GS</th>
</tr>
</thead>
<tbody>
<tr>
<td>U of R</td>
<td>Campion College</td>
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</tr>
<tr>
<td>KI</td>
<td>MP</td>
<td>NU</td>
<td>SC</td>
<td>SW</td>
<td>SP</td>
<td>SA</td>
</tr>
<tr>
<td>Luther College</td>
<td>First Nations Univ of Canada</td>
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## TERM

- Winter (Jan-Apr) [Year: ____________]
- Spring/Summer (May-Aug) [Year: ____________]
- Fall (Sep-Dec) [Year: ____________]

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
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## GRADE INFORMATION

- **Current Grade**
- **Revised Grade**
  - All percentage values use multiple digits (00-100%)

## GRADE CHANGE REASON

- **IE** Arithmetical Error - Mistake of calculation
- **DC** Deferred Exam now Completed - DE grade in Banner - formal deferral approved by Dean (or designate)
- **AP** Appeal - Application for Grade Adjustment (AGA) submitted to the Registrar's Office
- **XF** Disciplinary Ruling

- **RR** Student Re-Registered in Class - DOME indicator Grade Change required (drop in W grade period; re-registered)
- **IC** Incomplete now Completed - IN grade in Banner - formal deferral approved by Dean (or designate)
- **CR** Correct Registration Error - Application for Grade Adjustment (AGA) submitted to the Registrar's Office
- **SF** See Official Student File - Documentation required

**Comment:**

- **IE** Procedural Grade Appeal - Student requested a calculation of grade review by course instructor
- **RE** Substantive Grade Appeal - Student submitted an Appeal of Grade form with documentation and fee
- **JT** NR Interim Admin Grade Roll - NR grade was entered in DOME for one of the following reasons:
  - Grade delayed for reasons intrinsic to course
  - Graduate student initiated formal deferral
  - Web delivered course final exam now received
  - Student Accessibility accommodation

## SIGNATURES OF APPROVAL

- **Campus or Federated College offering the class**
  - University of Regina
  - Campion College
  - First Nations University of Canada
  - Luther College

- **Signature of Instructor**
  - [Signature]
  - DD-MMM-YYYY

- **Signature of Department Head or Designate - offering the class**
  - [Signature]
  - DD-MMM-YYYY

- **GR level student**
  - Forward this form to the course department.

- **UG level student**
  - If there is no course department:
    - GR level student - forward this form to FGSR for signature.
    - UG level student - forward this form to course faculty for signature.

- **Signature of Dean or Designate - FGSR**
  - [Signature]
  - DD-MMM-YYYY

  FGSR - scan and email the form to the Registrar's Office at UofR.Grades@uregina.ca

- **Signature of Dean or Designate - offering the class**
  - [Signature]
  - DD-MMM-YYYY

  UG - scan and upload the form to URDocs except CCE.

  CCE - scan and email the form to the Registrar's Office at UofR.Grades@uregina.ca