**Application for Grade Adjustment After Late Withdrawal or Retroactive Change in Extenuating Circumstances**

**STUDENT INFORMATION**

1. Last Name  
2. First Name  
3. Email - The U of R's official means of communication is to your University of Regina email account.  
4. Telephone  
5. Student's Primary Faculty or Academic Unit  
   - AR  
   - BU  
   - CE  
   - CT  
   - ED  
   - ES  
   - GS  
   - U of R  
   - Campion  
   - Ki  
   - MP  
   - NU  
   - SC  
   - SW  
   - SP  
   - SA  
6. Student's Campus or Federated College  
   - Luther  
   - FNUniv  
7. Term:  
   - Winter (Jan-Apr)  
   - S & S (May-Aug)  
   - Fall (Sept-Dec)  
8. Date  

**STUDENT ID NUMBER**

**FedCollege/Academic Area Use Only**

1. Date stamp  
   - Form was received:  
   - Enter the drop (WF1) in Banner as soon as possible for a class in progress.  
   - Holds are to be temporarily lifted to allow entry of a drop in Banner.  
   - After the drop is entered, give this form and the supporting documentation to the Dean or designate for a final grade decision.  
2. CRN  
3. Subject  
4. Course  
5. Section  
6. Credit Hrs  
7. Status  
8. Date Drop Entered  
   - DD - MMM - YYYY  
9. Grade Only Code  

**Registrar's Office Use Only**

1. Date stamp  
2. Form was received:  
   - If the student withdrawal request was received while the class was in progress the WF status is entered before the final grade decision is processed.  
3. Effective Date  
4. Initial  

**Grade Only Code**

1. Status Code  
2. Drop Effective Date  
3. Revised Final Grade  
4. Initial  

**Supporting Documentation Required** - the University reserves the right to verify the authenticity of any supporting documentation that has been submitted.

1. Serious illness or accident including hospitalization  
2. Death or serious illness of immediate family member  
3. Involuntary job transfer or call to military duty  
4. Student registration error  

- University of Regina Student Medical Certificate that has been completed by a Physician or Nurse Practitioner.  
- One of the following: • Copy of death certificate or obituary. • Letter from a Physician or Nurse Practitioner verifying the serious illness. • Letter from certified health professional.  
- A letter of support from the employer relating to the date of the required change.  
- A written explanation provided with the application.  

**Reason** - check only one of the following four reasons:

1. Serious illness or accident including hospitalization  
2. Death or serious illness of immediate family member  
3. Involuntary job transfer or call to military duty  
4. Student registration error  

2 Retroactive Withdrawal - after the end of the term, in extenuating circumstances only and at the discretion of the students' faculty, federated college, or academic unit, students who might have been eligible for a medical or compassionate withdrawal may apply instead to their faculty or college for a retroactive withdrawal, which consists in the conversion of numeric grades and/or grades of NP to neutral grades of W. Only withdrawal from all courses in the relevant term will be considered.

**Please note:** A late or retroactive withdrawal, if granted, results in a change of grade only, not an adjustment of tuition. Students should refer to the Application for Tuition Adjustment in Extenuating Circumstances on the Registrar's Office website.

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

4. DD - MMM - YYYY

**Student’s Signature**

5. DD - MMM - YYYY  

- Submit this request to your federated college or the primary faculty/academic unit for the term. Attending class and writing examinations is not allowed after withdrawal.

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1. Determine the final grade outcome - check one of the following three grade options:

A grade change is determined by the student's federated college or primary academic area for the application term for a late withdrawal request (after the W grade drop period) and a retroactive withdrawal request (after the end of the term). For a graduate level student this form must be signed by the Faculty of Graduate Studies and Research.

Retroactive withdrawal is a request to withdraw after the end of the term (after the end of the final exam period for the term). Retroactive withdrawal exemptions are reviewed by the Registrar before the grade of W is entered.

Note:

Class(es) in progress - for a withdrawal after the W grade drop period an NP grade is initially posted based on the class withdrawal (WF) entered in Banner by the federated college, or faculty/academic unit, or by the Registrar's Office. This grade will remain unchanged when the final grade outcome checked is NP or current grade is the final grade, or changed to W when the final grade outcome checked is Grade of W (final grade) for late withdrawal.

Class(es) already graded - any existing grade (NP or other) will remain as the original grade. When the Dean or designate approves a grade of W, the W grade will appear on the student transcript.

☐ NP or current grade is the final grade - no change
☐ Grade of W (final grade) for late withdrawal - change the grade (NP or current grade) to a grade of W
☐ Grade of W (final grade) for retroactive withdrawal - change the grade (NP or current grade) to a grade of W

Retroactive withdrawal exemptions are reviewed by the Registrar before the grade of W is entered.

2. Indicate the reason for the grade change - based on the supporting documentation provided.

☐ Serious illness or accident including hospitalization
☐ Death or serious illness of immediate family member
☐ Involuntary job transfer or call to military duty
☐ Confidential supporting documentation reviewed by Dean or designate, or with the Registrar
☐ Other student extenuating circumstances reviewed by the Dean or designate

3. Federated college or academic area notifies the student of the grade outcome:

☐ Student has been notified of the final grade decision.

For Registrar's Office Use Only (AGA)

Approval of the Registrar is required for a retroactive registration and an exemption to the retroactive withdrawal policy.

Registrar’s Signature  DD-MMM-YYYY

Printed name

Initials  DD-MMM-YYYY

FeeAssmt-On/Off  Account Reviewed  Grade changed to W  SAFA-Student Loans  SAFA-Scholarship  FS-Rec Supervisor  FS-External Accts Receivable

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