

# Application for Grade Adjustment

(For Late Withdrawal or a Retroactive Withdrawal/Registration)

## STUDENT INFORMATION

## STUDENT NUMBER

|  |  |   |  |
|--|--|---|--|
| Last Name _____ First Name _____   |  |   |  |
| Email - The U of R's official means of communication is to your University of Regina email account.<br>Telephone: ( ) _____  |  | <b>TERM</b><br>✓ Check only one   |  |
| <input type="checkbox"/> AR <input type="checkbox"/> BU <input type="checkbox"/> CE <input type="checkbox"/> CT <input type="checkbox"/> ED <input type="checkbox"/> ES <input type="checkbox"/> GS<br><input type="checkbox"/> KI <input type="checkbox"/> MP <input type="checkbox"/> NU <input type="checkbox"/> SC <input type="checkbox"/> SW <input type="checkbox"/> SP <input type="checkbox"/> SA | Student's Campus or Federated College<br><input type="checkbox"/> U of R <input type="checkbox"/> Campion College<br><input type="checkbox"/> Luther College <input type="checkbox"/> First Nations Univ of Canada | <input type="checkbox"/> Winter (Jan-Apr) <input checked="" type="radio"/> Year: _____<br><input type="checkbox"/> Spring/Summer (May-Aug) <input checked="" type="radio"/> Year: _____<br><input type="checkbox"/> Fall (Sep-Dec) <input checked="" type="radio"/> Year: _____ |  |

### Student Action - ✓ list the class(es) for the term below

⚠ Confirm that withdrawal is your best option. Student eligibilities (study permit, loans, scholarships, etc.) may be impacted by withdrawal.

| CRN | Subject | Course | Section | Credit Hours |
|-----|---------|--------|---------|--------------|
|     |         |        |         |              |
|     |         |        |         |              |
|     |         |        |         |              |
|     |         |        |         |              |
|     |         |        |         |              |

### Academic Area Use Only

✓ Enter drop (WF) in Banner as soon as possible.  
✓ Holds are to be temporarily lifted to process drop.

| Status Code | Drop Effective Date<br>D D - M M M - Y Y Y Y | <input checked="" type="checkbox"/> This application form is <i>not</i> used in a W grade drop period except for university error. |
|-------------|--|--|
|             |  |  |
|             |  |  |
|             |  |  |
|             |  |  |

### Registrar's Office Use Only

⚠ AGA denied by the academic area is not to be submitted to the RO for processing.

| Status Code | Drop Effective Date<br>D D - M M M - Y Y Y Y | Final Grade |
|-------------|--|-------------|
|             |  |             |
|             |  |             |
|             |  |             |
|             |  |             |
|             |  |             |

### Class Participation

❓ What was your last date of class activity, course work submitted, or attendance for this term?  
 \_\_\_\_\_ DD - MMM - YYYY

### ❓ Reason for application (✓ check only one) and supporting documentation to be submitted:

|  |   |
|--|---|
| <input type="checkbox"/> Serious illness or accident including hospitalization | <input checked="" type="radio"/> University of Regina Student Medical Certificate that has been completed by a Physician or Nurse Practitioner.   |
| <input type="checkbox"/> Death or serious illness of immediate family member   | <input checked="" type="radio"/> One of the following: • Copy of death certificate or obituary. • Letter from a Physician or Nurse Practitioner verifying the serious illness. • Letter from a certified health professional (Social Worker, Counsellor, Psychologist, etc.). |
| <input type="checkbox"/> Involuntary job transfer or call to military duty     | <input checked="" type="radio"/> A letter of support from the employer relating to the date of the required change  |
| <input type="checkbox"/> Student registration error                            | <input checked="" type="radio"/> Written explanation from the student is to be attached.  |
| <input type="checkbox"/> University error                                      | <input checked="" type="radio"/> Written explanation from the students primary academic area is to be attached.   |

The University reserves the right to verify the authenticity of any supporting documentation that has been submitted.

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) 585-5545.

➔ \_\_\_\_\_ Student's Signature DD - MMM - YYYY

⊘ Attending class and writing examinations is not allowed after withdrawal. Submit this request to your federated college or the primary faculty/academic area for the term listed on the application.

Do not write below this line

### DEAN'S or DESIGNATE USE ONLY - Grade review decision.

- A. **Withdrawal - Term in-progress.** For a student withdrawal request received in the academic area before the end of the term (before the end of the exam period).  
 Grade(s) of W granted - existing grade (NP or other) to be changed to a grade of W.
- B. **Withdrawal - Retroactive.** For a student withdrawal request received in the academic area after the end of the term (after the term final exam period).  
 Grade(s) of W granted - all grades (passed or failed) for all courses in the term to be changed to a grade of W.  
 ⚠ Only withdrawal from *all* courses in the relevant term will be considered. \*Note to the Registrar *may* be added below when needed.
- C. **University Error.** The Registrar's Office is responsible to confirm a scenario is an University error and determine the drop effective date.  
 ⚠ When the RO confirms a scenario to be University error with a drop effective date deemed to fall in the no-grade drop period of the PoT, the course grade (W or other) is removed.
- D. **Registration - Retroactive.** For a registration correction.  
 Approved. ⚠ A *Grade Change Form* is required for a class that has already been graded in DOME.

\_\_\_\_\_ Dean's or designate's signature DD - MMM - YYYY

Note to the Registrar: \_\_\_\_\_

✓ The academic area notifies the student of the grade outcome.

Do not write below this line

### REGISTRAR'S OFFICE USE ONLY

Approvals (signature) required for: \_\_\_\_\_

Retro withdrawal policy |  Retroactive Registration |  Confirmed |  Not university error

Process and Notification: \_\_\_\_\_

Dean/designate signature (verified) |  Student Loans (SAFA) |  Scholarships (SAFA) |  External Accounts (FS) |  Receivable Supervisor (FS)

Term assessment - On/Off |  Account reviewed

Copy to academic area

Notes: \_\_\_\_\_

Registrar: \_\_\_\_\_ Assoc.Registrar, Operations: \_\_\_\_\_