NOTES ON USE OF THE CHANGE OF GRADE FORM

This form may be used by academic units to report changes to grades previously entered in accordance with the Regulations for Examinations and Evaluations as outlined in the University Calendar and in accordance with Senate policies and procedures.

Depending on the grade initially submitted, certain authorizing signatures are required before the form can be accepted and processed. The following details the signatures required based on type of grade change:

UNDERGRADUATE

**ABS** - This interim grade indicates that a student has been granted a deferred final examination. A final grade for the student must be received by the Office of the Registrar not later than one week into the next academic term, otherwise a final grade of “0” will be assigned automatically in accordance with the Regulations for Examinations and Evaluations. The final grade may be reported on a Change of Grade form by the stated deadline. The only signatures required are those of the head of the academic unit (or delegate) and course instructor. Alternatively, academic units may report grades directly on lists of ABS interim grades sent by the Office of the Registrar just prior to the deadline.

If a student has been granted an extension of the submission deadline by the head of the academic unit (or delegate), the Office of the Registrar must receive written notification of that fact, together with the new deadline date, not later than the original deferred examination deadline. An extension beyond the end of the following semester can only be granted by the appropriate Committee on Undergraduate Studies, upon the recommendation of the academic unit.

Should it be necessary to change a student’s grade to ABS after the initial grade has been submitted at the end of the examination period, a Change of Grade form or a copy of the departmental deferred examination application indicating approval, must be submitted. Submission of the final grade is as described above.

**INC** - This interim grade indicates that the academic unit has granted a student additional time to complete term work. This grade should not be submitted for students who have missed the final examination. A final grade for the student must be received by the Office of the Registrar not later than one week into the next academic term, otherwise a final grade of “0” will be assigned automatically in accordance with the Regulations for Examinations and Evaluations. The final grade may be reported on a Change of Grade form by the stated deadline. The only signatures required are those of the head of the academic unit (or delegate) and course instructor. Alternatively, academic units may report grades directly on lists of INC interim grades sent by the Office of the Registrar just prior to the deadline.

An extension of the submission deadline can only be granted by the appropriate Committee on Undergraduate Studies, upon the recommendation of the academic unit. The Office of the Registrar must be notified of an extension (and its duration) not later than the original deadline date. Submission of the final grade is as described above.

**NORMAL GRADE** - When a normal grade [anything from 0 to 100] which has been submitted to the Office of the Registrar requires changing, a Change of Grade form with the following authorizing signatures must be submitted to the Office of the Registrar:

1. Course Instructor
2. Head of Department (or delegate)
3. Dean/Associate VP (or delegate)

GRADUATE

All grade changes for graduate courses must be submitted to the Office of the Registrar on this Change of Grade form, signed by the course instructor and approved by the head of the appropriate academic unit (or delegate).

**NOTE:** A grade of less than 65% **cannot be changed** without the approval of the Dean of Graduate Studies.