

CHANGE OF GRADE FORM

Please complete in **dark blue or black ink** and forward to **grades@ufv.ca**.

Office of the Registrar

604-795-2802

Toll Free: 1.888.823.8734

Fax: 604.858.4779

Email: grades@ufv.ca

POLICY 109 - Grade Reporting

- An instructor may request a change of an "I" or "IP" grade to a new grade

"Dean or designate signature is not required if existing grade is an "I" or "IP"
- An instructor may change final grade, with approval of the dean or designate
- If the instructor is not available the appropriate program/department head, in agreement with the dean, may request a change of any grade to a new grade
- Grade changes must be reported no later than four **(4) months** after the end of the course, except in extenuating circumstances approved by the registrar or designate

S T U D E N T & C O U R S E	Student's name (please print)		UFV student ID		
	Term	Course subject & number (i.e. ENGL 105)	CRN (i.e. 91320)		
	Instructor's name (please print)		Existing grade	New grade	
	Reason for change		See Policy 101 - Grading System for grading scales		

A U T H O R I Z A T I O N	Instructor available		
	Instructor's name (please print)	Instructor's signature	Date
	Dean or designate's name (please print)	Dean or designate's signature	Date

OR

A U T H O R I Z A T I O N	Instructor not available		
	Department head's name (please print)	Department head's signature	Date
	Dean or designate's name (please print)	Dean or designate's signature	Date

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Recorded by

Date recorded