

# CHANGE OF GRADE FORM

Please complete this form and forward to [grades@ufv.ca](mailto:grades@ufv.ca).

## POLICY 109 - Grade Reporting

**Email:** [grades@ufv.ca](mailto:grades@ufv.ca)

- An instructor has the authority to change a temporary grade (I-Incomplete, or IP-In-progress, or NGR-No grade reported) to a final grade.
- An instructor may change a 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.

<b>S T U D E N T &amp; C O U R S E</b>	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

<b>A U T H O R I Z A T I O N</b>	<b>Instructor available</b>		
	Instructor's name (please print)	Instructor's signature	Date
	Dean or designate's name (please print)	Dean or designate's signature	Date
	<b>Instructor not available</b>		
	Department head's name (please print)	Department head's signature	Date
	Dean or designate's name (please print)	Dean or designate's signature	Date
	<b>Registrar approval (if required)</b>		
	Registrar's name (please print)	Registrar's signature	Date