

# Late Grade Change Form

**Instructions:**

1. Fill out each of the entry fields and print the form;
2. Obtain the required signatures in 'Authorization' section (i.e. your Faculty Office);
3. Create a SAF and attach the completed and signed Grade Change Form. Incomplete or incorrect forms will be returned

**Please note:** Grade changes prior to Day 42 can be submitted via Student Action Form (SAF) and do not require the completed form or additional authorization.

## General Information

Last Name	First Name	Student ID
Program	Faculty	
Term	Year	Course Code
		CRN
Instructor		

## Grade Change Information

Original Grade	New Grade
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Please select grade change reason:

Calculation Error	Coursework reassessed	Coursework completed on	Date:
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Other, please provide full explanation:

## Authorization

Approvals required for grade changes after day 42

Instructor	Signature	Date
Associate Dean	Signature	Date

In addition to the above signatures, the following two approvals are required for grade changes after 1 year

Dean	Signature	Date
Deputy Registrar	Signature	Date