

**Late Grade Submission**

This form is to be used for submitting individual grades after the School of Graduate Studies grade submission deadline, and submitted to SGS for approval. Graduate units must provide an explanation when submitting a late grade to SGS. Refer to the SGS Decanal memorandum on [Guidelines for use of INC, SDF and WDR](#).

**Grade Revision**

A revised grade must be approved by both the graduate unit offering the course and by the School of Graduate Studies. Graduate units must provide an explanation when submitting a revised grade to SGS. Note, graduate units must revise a report of SDF (standing deferred, approved course extension) to a letter grade no later than the SGS grade submission deadline replacing the original deadline (i.e., normally, a period of approximately four months or one session). Refer to the SGS Decanal memorandum on [Guidelines for use of INC, SDF and WDR](#).

**SECTION 1: Student Information (To be completed by the graduate unit offering the course).**

Student Name:	Student Number:
Degree:	Graduate Unit:

**SECTION 2: Course Information (To be completed by the graduate unit offering the course).**

Course Title:	Course Instructor:
Course Identifier:	Session Course Offered:

**SECTION 3: Late Grade Submission or Grade Revision (To be completed by the graduate unit offering the course).**

Indicate whether this is a late grade submission or revised grade request:	
Late Grade	Revised Grade
Original Grade (e.g. IPR, blank, letter grade, SDF):	Final Grade:
Has the final grade been approved by a graduate unit appeals committee?	
Yes	No

**SECTION 4: Instructor & Chair/Director/Graduate Coordinator Approval.**

If a late grade submission is approved, indicate rationale for permitting the late grade.		
If a grade revision is approved, indicate rationale for permitting the revised grade.		
* By signing this form, both the Instructor and Graduate Coordinator ensure that the grade has been assigned in accordance with the <a href="#">Graduate Grading and Evaluation Practices Policy</a> and with the grading procedure used for the entire class, and that it is not based upon lenient reconsideration of the student's work.		
Instructor*: (sign and print name)	Graduate Unit:	Date:
Graduate Chair/Director/Coordinator Signature*: (sign and print name)		Date:

**SECTION 5: Vice-Dean, Students, School of Graduate Studies Approval.**

Late Grade Submission or Grade Revision:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date:	

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