Office of the Registrar
Division of Student Affairs
University of Victoria PO Box 3025 STN CSC Victoria BC V8W 3P2

T:250-721-8121
E: studentsupport@uvic.ca

Auxiliary Grade Sheet – Undergraduate/Graduate

- Use this form to record grades for students who:
  - ☐ Do not appear on FAST Grades list OR;
  - ☐ Are graduating and require a RUSH grade entry OR;
  - ☐ Are registered in a Co-op Work Term and you are recording a final grade
- For Undergraduate courses, please return completed form to Student Support Services, Office of the Registrar. For Graduate courses, please return completed form to Graduate Admissions and Records, Office of the Registrar.
- More information about grading can be found at www.uvic.ca/grading

Course Information

COURSE: EXAMPLE ANTH 100	COURSE SECTION: A02	CRN: 12345
INSTRUCTOR:	UNIT VALUE: 1.5	TERM: 201405

NOTE: Percentage grades are in effect for all courses offered starting SUMMER 2014 (201405) except for COM graded courses approved by Senate and identified as such in the course listing. For % grades between 0 – 49 include the equivalent F or N letter grade as appropriate.

Student Information (please print)

Student Number	Last Name	Given Name(s)	GRADE %,COM, N, INP, N/X, F/X	Graduating Student (Y/N)	Grade Updated (office use only)

Grade Approval

INSTRUCTOR NAME: (Please print)	INSTRUCTOR SIGNATURE:	DATE:
CHAIR OR DIRECTOR 'S NAME: (Please print)	CHAIR OR DIRECTOR SIGNATURE:	DATE: