Faculty Service Centre User Guide

Table of Contents

What is the FSC?

The Faculty Service Centre (FSC) is used by UBC Instructors, Teaching Assistants and Staff to:

- Access Classlists
- Email Students
- Enter and Submit Grades
- Generate Change Grade forms

Recommended Browser: Google Chrome*

*Only the newest browser version is supported.

What You'll See
Instructors and Teaching Assistants

You will see a list of all sections you are assigned to, sorted by academic session. If you cannot see your sections, contact your department administrator or timetable representative.

Administrators
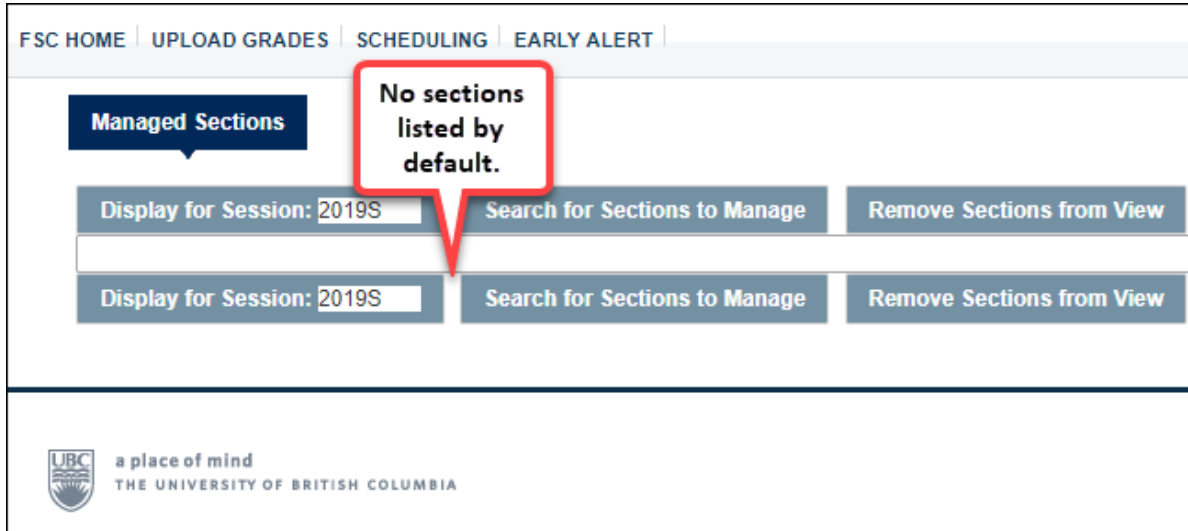
You will need to find and add course sections that you are authorized to administer. See the [Find Your Course Sections](#) for more info.

Customize Your Settings
Access Your Settings

1. Click on the **Settings** link on the top right hand corner of the screen.

2. A notification regarding access to your settings being controlled by system permissions will appear. Click **Ok**

Select Your Preferences

1. Select the groups of columns to display on the classlist(s).

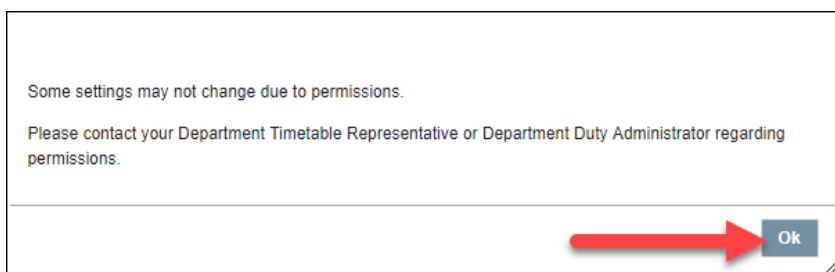2. Select a file format to download your classlist(s).

3. Click on the **Ok** button to save your settings.

Columns to Display in classlist - currently set to Image, Basic, Program, Grades.

Group	Display	Columns included in group
Basic	☑	Student Number, Primary Section, Secondary Section, Tertiary Section, Term, Surname, Preferred Name
Image	☑	Student Image
Program	☑	Program, Year Level, Version
Grades	☑	Percent Grade, Letter Grade, Standing, DET Completion Date / Withdrawal Date, Grade/Standing Last Modified By (Note: These will only display if you have permissions to view grades for the selected section.)
Specialization Details	☐	Specialization 1, Specialization 2
Restriction Details	☐	Regi DateTime, Meets Prereq, Meets CoReq, Seat Type, Is Forced, Force Reason (Note: These will only display if you have permissions to view restriction details for the selected section.)

Format for download - currently set to Excel Cont.

Select	Format	Can Includes Images?	Multiple Section display
⊙	Excel Continuous	Yes	Continuous list of students
○	Excel	Yes	One section per sheet (NOTE: This format can not be used for grades upload.)
○	Text - Fixed Width	No	Continuous list of students (NOTE: This format can not be used for grades upload.)
○	Text - Tab Delimited	No	Continuous list of students
○	Text - Comma Delimited (CSV file)	No	Continuous list of students
○	Text - PRS Clicker Roster (CSV file)	No	Continuous list of students

Miscellaneous settings.

| Setting	Description
☐ Include Withdrawn Students	Check this to include all withdrawn students in the classlists.

Ok

Find Your Course Sections

Instructors and Teaching Assistants
The list of sections you are assigned to will appear on the FSC Home screen under **Assigned Sections**.

1. Navigate between academic sessions by clicking on the session tabs. The session you are viewing is highlighted in darker blue.

2. For each session, the list of course sections you are assigned to will be listed.
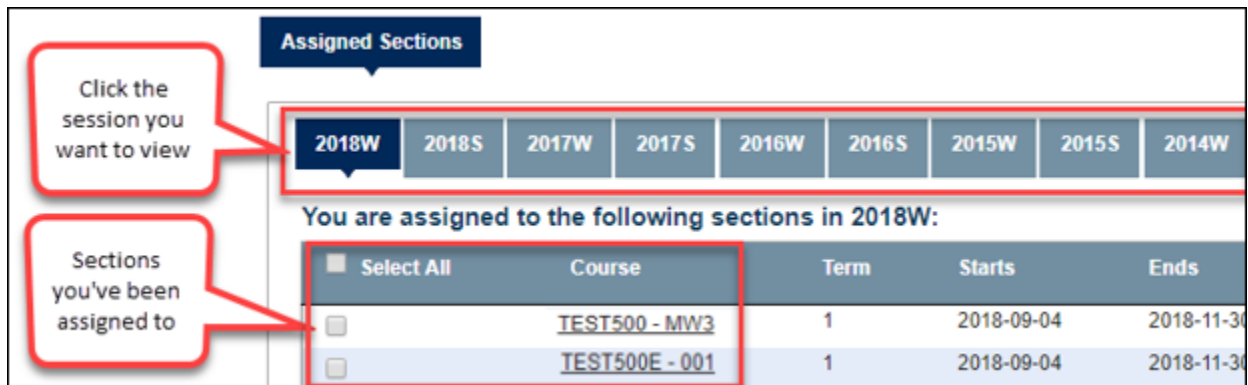

Administrators
The list of sections you have access to will appear on the FSC Home page under **Managed Sections**. If no sections appear for the session, you will need to search for the course section.

Search for a Course Section

1. In the **Display for Session** field on the FSC Home page, enter the academic session the course section was offered in.

2. Click the **Search for Sections to Manage** button.
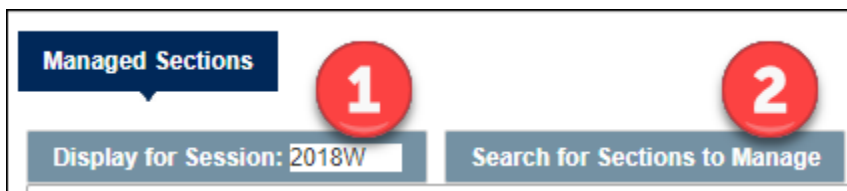
3. Enter the Campus, Subject, Course and Section search criteria in the pop-up form. An asterisk (*) acts as the wildcard "all" in your search. For example, to retrieve all course levels, enter "*" in the "Course" search field.

4. Click the **Ok** button

Review Search Results

Each search will produce a new tab, labelled with the search criteria used. Click between tabs to view each set of search results. If no students are enrolled in a listed course section, no checkbox will appear under the Select All column next to that section, and you will not be able to see the classlist for that section.

Remove Search Result Tabs

1. Click on the section search result tab you would like to remove

2. Click the **Remove Sections from View** button.

3. The search result tab should disappear from your **Managed Sections**
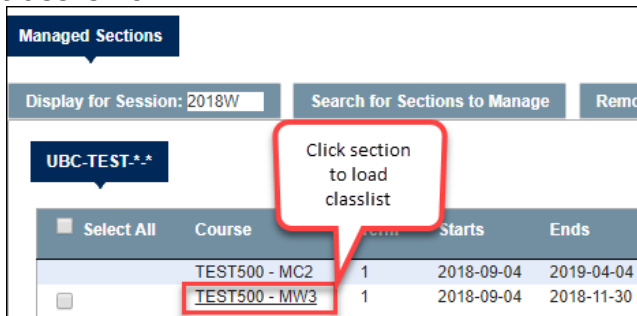
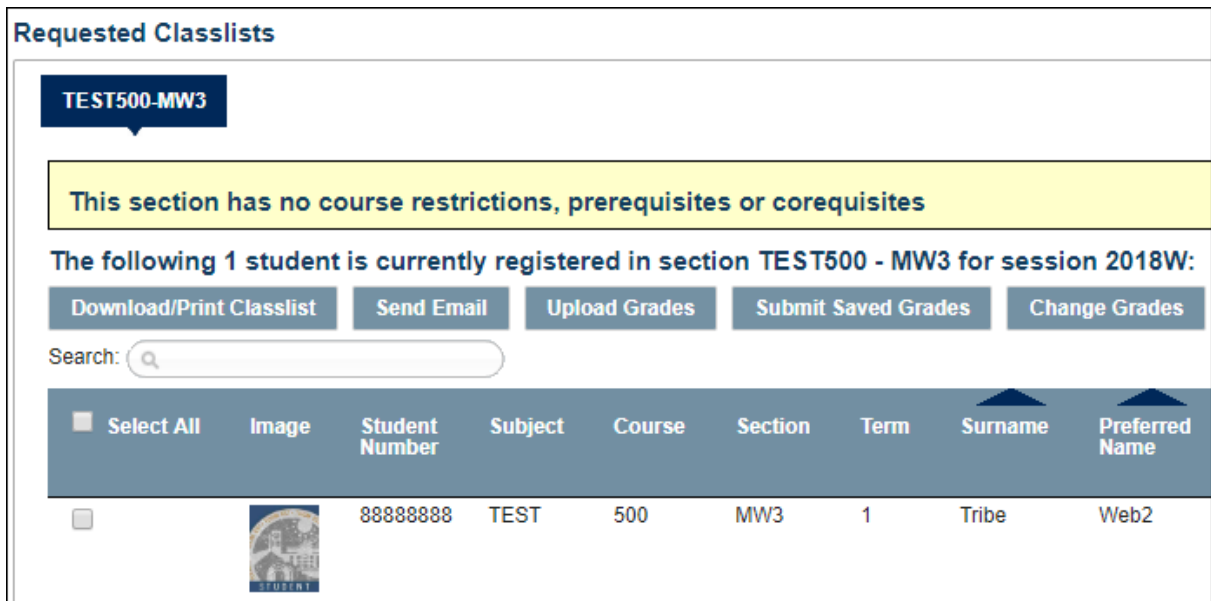# View Your Classlists

I want to view a...

- Classlist
- Series of Classlists

View a Classlist

1. Click the desired course section link on the FSC Home page you wish to view the classlist for.

2. The **Requested Classlists** page will load, and the selected course section's classlist will be loaded.

View a Series of Classlists

1. Select the sections you want to view

2. Click the **View Classlist(s)/Enter Grade(s)** button.

	Select All	Course	Term	Starts	Ends	Meetings	Enrolment	Course URL	Grade Type	Instructors	Final Exam Date	Final Exam Location
☐		TEST500 - MC2	1	2018-09-04	2019-04-04		0 / 0	(edit)	Percent			
☑		TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:	1 / 0	(edit)	Percent			
		TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent			
		TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:	0 / 0	(edit)	Percent			
		TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:	0 / 0	link (edit)	Percent			
		TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:	0 / 0	link (edit)	Percent			
		TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:	0 / 0	link (edit)	Percent			
		TEST100 - MC2	1-2	2018-08-20	2019-08-18		0 / 0	link (edit)	Percent			
		TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:	0 / 0	link (edit)	Percent			
		TEST100 - TST	2	2019-01-02	2019-04-04	Mon:	0 / 60	link (edit)	Percent			
☑		TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	2 / 2	(edit)	Percent			
		TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent			
		TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 AM to 9:00 AM	0 / 0	(edit)	Percent			
		TEST200 - TST	X	2019-01-02	2019-04-04	Mon:	0 / 0	link (edit)	Percent			
		TEST500 - MC1	X	2018-09-04	2018-11-30		0 / 0	(edit)	Percent			
		TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:	0 / 0	(edit)	Percent			
		TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:	0 / 0	(edit)	Percent			

| Display for Session: 2018W | Search for Sections to Manage | Remove Sections from View | View Classlist(s)/Enter Grades | Download/Print Classlist(s) | Send Email |

The **Requested Classlists** page will load. A series of tabs will appear for each of the course sections you selected.

Download or Print Classlists

Select Course Sections to Download or Print

1. Select the course sections you wish to download or print.

2. Click the **Download/Print Classlist(s)** button.

Select All	Course	Term	Starts	Ends	Meetings	Enrolment	Course URL	Grade Type	Instructors	Final Exam Date
	TEST500 - MC2	1	2018-09-04	2019-04-04		0 / 0	(edit)	Percent		
☑	TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:	1 / 0	(edit)	Percent		
	TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent		
	TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:	0 / 0	(edit)	Percent		
	TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:	0 / 0	link (edit)	Percent		
	TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:	0 / 0	link (edit)	Percent		
	TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:	0 / 0	link (edit)	Percent		
	TEST100 - MC2	1-2	2018-08-20	2019-08-18		0 / 0	link (edit)	Percent		
	TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:	0 / 0	link (edit)	Percent		
	TEST100 - TST	2	2019-01-02	2019-04-04	Mon:	0 / 60	link (edit)	Percent		
☑	TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	2 / 2	(edit)	Percent		
	TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent		
	TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 AM to 9:00 AM	0 / 0	(edit)	Percent		
	TEST200 - TST	X	2019-01-02	2019-04-04	Mon:	0 / 0	link (edit)	Percent		
	TEST500 - MC1	X	2018-09-04	2018-11-30		0 / 0	(edit)	Percent		
	TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:	0 / 0	(edit)	Percent		
	TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:	0 / 0	(edit)	Percent		

Display for Session: 2018W | Search for Sections to Manage | Remove Sections from View | View Classlist(s)/Enter Grades | Download/Print Classlist(s)

Customize Classlist Format, Download or Print

Clicking the **Download/Print Classlist(s)** button brings up the following popup window where you can: customize the format of your classlist(s), download your classlist(s) into a file, or print your classlist(s).

1. **File Format section:** For printed classlists, this section allows you to switch the format of the classlist between table or grid based. You can see a preview of what the formatting will look like by selecting the radio button and checking the Print Preview section (#4)

2. **Display section:** Allows you to select (by checking off) what student data will be exported to your file as a column. You can see a preview of what the formatting will look like in the Print Preview section (#4). The bolded student data categories must be in your file if you intend to use the Upload Grades function.

3. **Data format section:** Allows you to bold (via the "Bold" checkboxes) and/or select the size of the student data in your file. You can see a preview of what the formatting will look like in the Print Preview section (#4)

4. **Print Preview:** Allows you to see a preview of what the file will look like based on the formatting and columns selected in sections #1-3.

5. **Print and/or Download:** Once you have set the data you would like to export and the format of the file, you can click either the **Print** or **Download** buttons to print or download the file containing students in your selected classlist(s).

Email Your Students

Select Course Sections to Email

1. Select the classes you would like to email by clicking on the checkbox next to the course section.

2. Click on the **Send Email** button. The FSC Email Editor window will appear in a separate browsing tab or window.

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Select Individual Students to Email
If you would like to send emails to specific students in a course section. Click the course section to load the classlist.

1. In the classlist, select the students to email. To select all students, check the box next to **Select All**.
2. Click on the **Send Email** button. The FSC Email Editor window will appear in a separate browsing tab or window.

Requested Classlists

TEST500E-001

This section has no course ⬤ ctions, prerequisites

The following 2 students are currently registered in sec

| | Download/Print Classlist | Send Email | Upload Grades |

Select All	Image	Student Number	Subject	Course
☑		44455558	TEST	500E
☑		33333333	TEST	500E

Send Your Email

Once you've selected your classlist(s) or student(s) and clicked the **Send Email** button, the FSC Email Editor window will appear in a separate browsing tab or window.

1. **From:** Who the email will be sent from. By default, this will be your UBC email address. Email address can be edited.
2. **To:** All students & classlists that were selected before clicking the Send Email button.
3. **Subject:** Enter your email subject line
4. **Attachments:** Click the **Add** button to include any attachments you'd like to send in the email
5. **Email Body:** Write or copy your email text into the message field.
6. **Send Email:** Click to send your email to the individuals listed in the "To:" field.

Note: **The email editor does not save drafts** and will automatically time out after 30 minutes. We recommend that you compose your email in a separate document and copy the text into the FSC Email Editor.

Upload or Enter Grades

I want to know...

- When Grades Are Due?
- How to Upload Grades
- Was My Upload Successful?
- How to Enter Grades Manually
- How to Submit Grades
- How to Change Submitted Grades

When Are Grades Due?

Grades are due:

- 7 business days following the examination date **OR**
- 5 days following examination dates written on the last 2 days of the examination period

Due dates for Distance Examination grades are determined by the instructor's department.

How to Upload Grades

Before you begin, check your FSC settings by clicking on the **Settings** link to verify:

1. The required classlist data columns are visible for grades entry and upload.

   a. Under the "**Columns to Display in classlist**" section, verify that the "Display" checkbox is ticked (at minimum) for the following column groups: "**Basic**" and "**Grades**". The two groups include the required columns to enter & upload student grades into the FSC.

Group	Display	Columns included in group
Basic	✔	Student Number, Primary Section, Secondary Section, Tertiary Section, Term, Surname, Preferred Name
Image	✔	Student Image
Program	✔	Program, Year Level, Version
Grades	✔	Percent Grade, Letter Grade, Standing, DET Completion Date / Withdrawal Date,Grade/Standing Last Modified By (Note: These will only display if you have permissions to view grades for the selected section.)
Specialization Details	☐	Specialization 1, Specialization 2
Restriction Details	☐	Regi DateTime, Meets Prereq, Meets CoReq, Seat Type, Is Forced, Force Reason (Note: These will only display if you have permissions to view restriction details for the selected section.)

   Columns to Display in classlist - currently set to Image, Basic, Program, Grades.

   b. These FSC column groups should be checked by default. The Basic group (containing student number, course section, and name data) should always be checked.

2. Your selected file format allows the ability to upload grades.

    a. Under the "**Format for Download**" section, verify that your selected format does not have the note "**This format can not be used for grades upload.**" listed under the "Multiple Section Display" column. Grades in these file formats cannot be uploaded back into the FSC.

    b. The default file format "**Excel Continuous**" should allow you to upload grades. This file format will list all students in all of the sections you selected for download listed in a continuous list. They will not be separated by course section, however the course section information already exists for each student under the columns "Course" and "Section" in your file.

Download File from FSC

1. As an instructor or TA, locate your Assigned sections. As a department administrator, you can search for your Managed sections.

2. Once you have your list of course sections, click the checkbox(s) next to the course section(s) you want to upload grades for. The selected sections will be highlighted in orange.

3. Click **Download/Print Classlist(s)** button.

4. Select the data columns you would like to include in your file. All bolded columns must be checked as they must exist in your file in order to upload the grades in the file back into the FSC.

5. Click the **Download** button to download your classlist into a file from the FSC. Your file will already contain the correct formatting for uploading to the FSC.

Review Your File
Your downloaded file should contain all selected column headings. Each student selected should appear as a separate row in your file. Each column heading is necessary, even if you are not entering data into a column. An example of the file in Excel with only the bolded columns and the student's surname & preferred name is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	Session	Campus	Student Number	Subject	Course	Section	Surname	Preferred Name	Percent Grade	Standing	Standing Reason
2	2018W	UBC	44455558	TEST	500E	001	GIEDRIS	PN			
3	2018W	UBC	33333333	TEST	500E	001	Uduji	History			
4	2018W	UBC	88888888	TEST	500	MW3	Tribe	Web2			
5											
6											

Grade Files Exported from Canvas
Grade files downloaded from Canvas can be uploaded into the FSC. The Canvas grade file(s) will need to be re-formatted into an acceptable format for the FSC before the grades can be uploaded into FSC.

- For the latest instructions on how to download your grades into a CSV file from Canvas, please refer to the Canvas help file here.

- Once you have downloaded your grades into a CSV file from Canvas, please refer to the Canvas Instructor Guide > "How do I use Canvas?" > **"Upload grades to the Faculty Service Centre"** section here for instructions on how to format your grades into an acceptable format for upload into FSC.

You should be able to upload your grades file from Canvas into FSC once the file(s) from Canvas have been:

1. Formatted as per the Canvas Instructor Guide > "How do I use Canvas?" > **"Upload grades to the Faculty Service Centre"** section here.

2. The data in all of the spreadsheet columns meet the FSC requirements listed in the Acceptable Values for Grades Entry section.

For questions regarding Canvas, please contact the Learning Technology (LT) Hub.
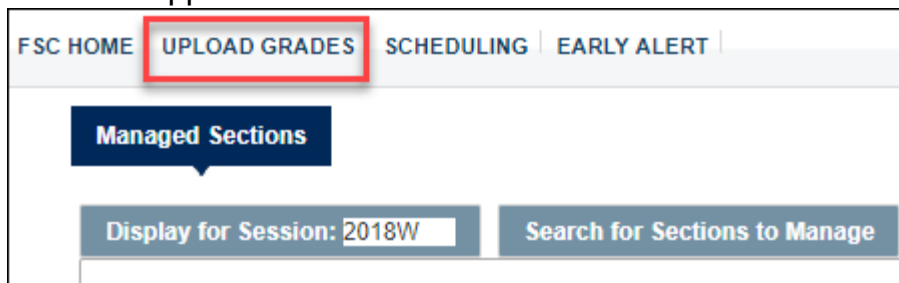
Enter Your Students' Information

1. Enter student grade information into the **Percent Grade, Standing ,** or **Standing Reason** columns according to the criteria in the [Acceptable Values for Grades Entry](#) section.

2. Leave cells blank if the value is not known. You can enter the information into your file or [directly into the FSC](#) at a later date.

3. Save your file into a location of your choice as one of the following file format extensions:
   - .xls (Excel) - must contain **only one** worksheet
   - .txt (Tab Delimited)
   - .csv (Comma Delimited)

Upload file to FSC

Once the grades have been entered for your students, and you are ready to upload the grades into the FSC:

1. On the FSC Home page, click the **Upload Grades** link. The file upload popup window should appear.

FSC HOME	UPLOAD GRADES	SCHEDULING	EARLY ALERT

Managed Sections

Display for Session: 2018W	Search for Sections to Manage

2. Click the "**Choose File**" button

Please select a file to upload.

Choose File	No file chosen

See the [User Guide](#) for information on the File Format for the upload.

Upload File   **Cancel**
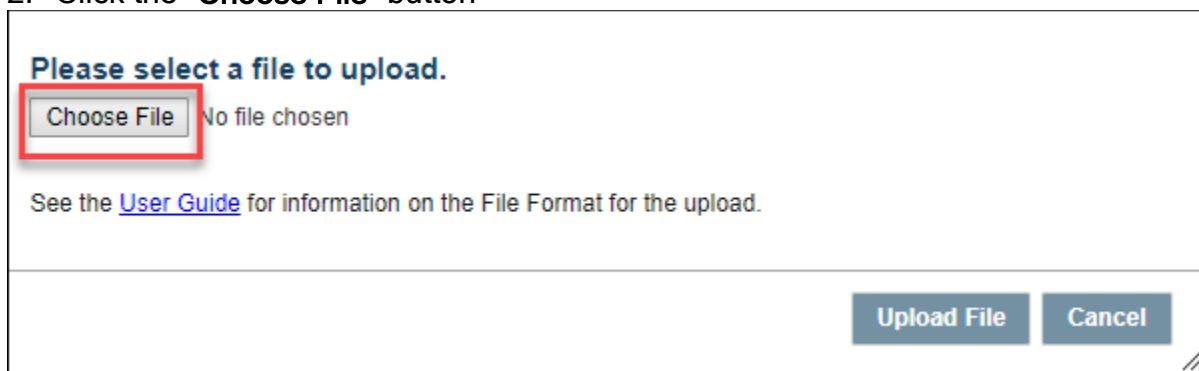
3. Find your file with grades to upload, then click the **Open** button.
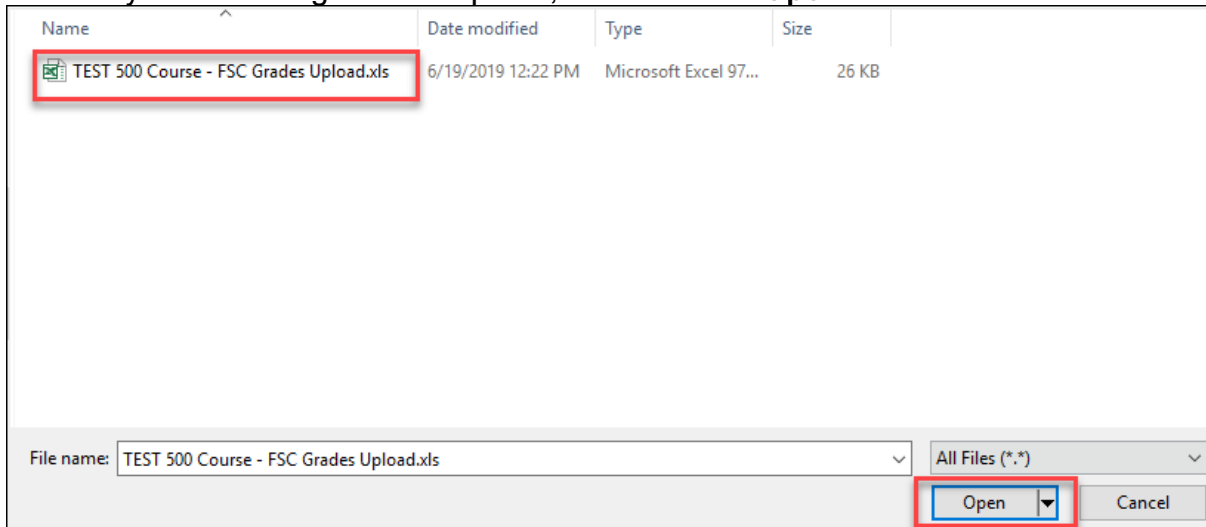
4. Your chosen file's name should appear next to the Choose File button. Verify it is the correct file, then click the **Upload File** button. The system will upload all of the student grades in your file onto the classlist(s) in FSC.

Was My Upload Successful?
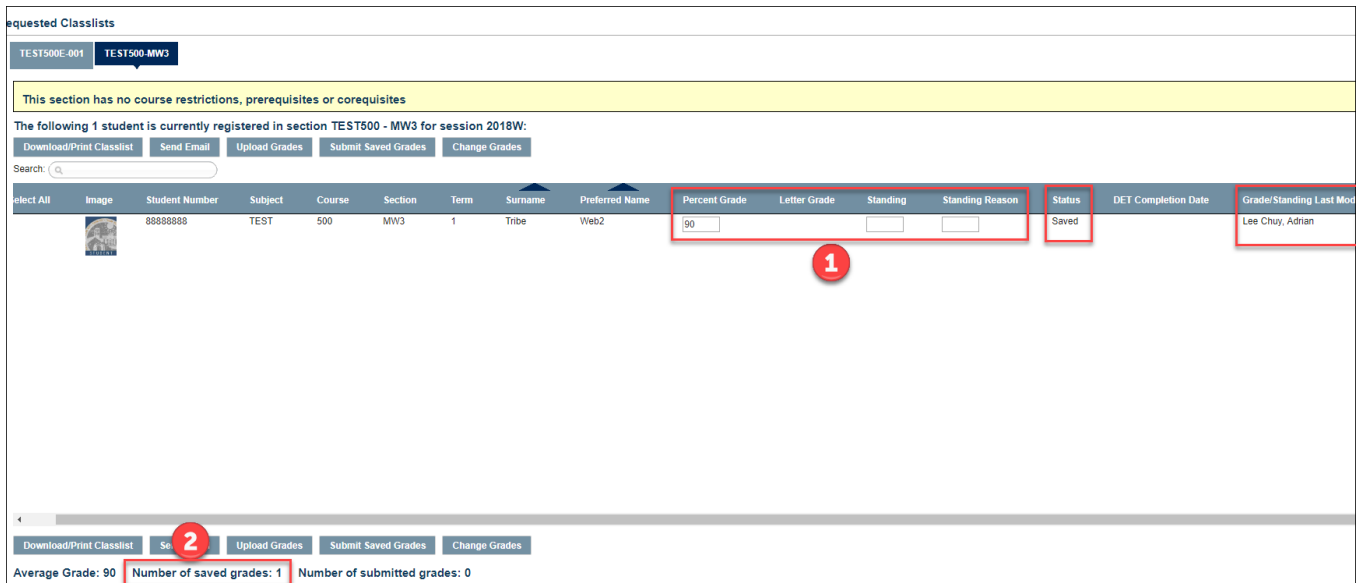
Upload Successful

You will receive a message from FSC indicating that your "**Grades have been saved.**"
Click the **OK** button.

Grades have been saved.

OK

You will be returned to the FSC classlist view where each section will be displayed on a separate tab.
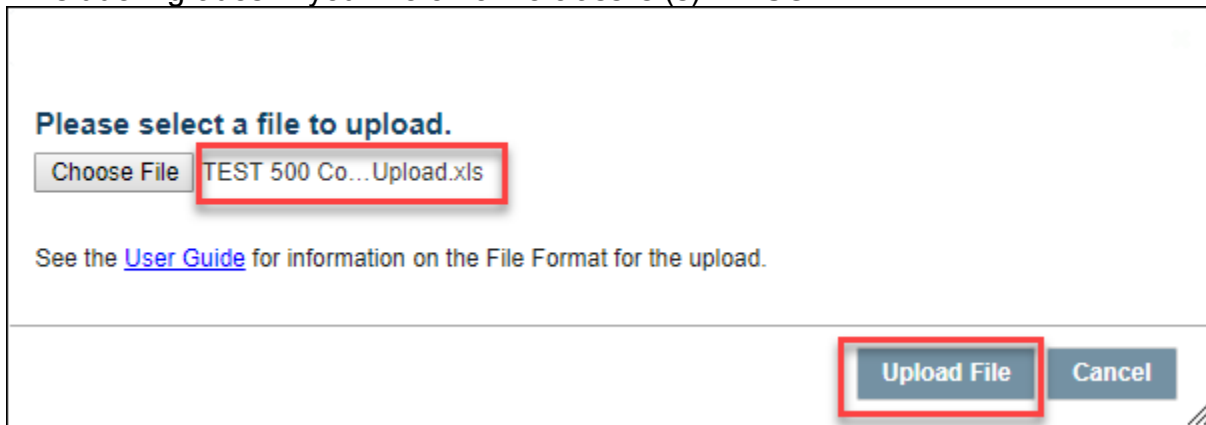
1. Verify that the uploaded grade is correct. You will also be able to see the status of the grade (should be set to "Saved"), and who last modified the student's grade.
2. A total of the number of saved student grades is displayed at the bottom of the page.

After you have verified that your grades have been uploaded successfully for all students, you will now need to submit your grades.

Students with Errors

If there are errors in your spreadsheet preventing your file from being uploaded into the FSC, the FSC will notify you which row(s) in the file is causing the error and the reason for the error. Verify that the data is entered as per the guidelines in the Acceptable Values for Grades Entry section.

To upload students who do not have data errors, click the **Continue with Upload** button; otherwise, click the **Cancel** button to avoid uploading any student grades.

If you choose to continue and upload students who do not have errors, the grades will be saved for the students. You will then need to submit your grades on the FSC afterwards.

Note: If you select "Continue with Upload", you can re-upload the same file with the resolved errors at a later time. Any new data in the file will merge with the existing data.

Upload Unsuccessful

You will receive an error message with the reason the file failed to upload. You will need to resolve the issue and resubmit your file. After you resubmit your file, the grades in the file will be saved, and you will also need to submit your grades for all students in the class on the FSC.

How to Enter Grades Manually

View the classlist for which you want to enter grades.

Note: If you cannot see the grades in the classlist view, go to Settings and make sure "Grade" is checked off to display the Grades columns.

Enter Your Students' Information

1. Enter student grade information into the **Percent Grade, Standing ,** or **Standing Reason** columns according to the criteria in the [Acceptable Values for Grades Entry](#) section.

2. Press **Tab** or **Enter** to save your entered data.

3. Leave cells blank if the value is not known. You can enter the information directly into the FSC or [upload the grade information via a file](#) at a later date.

Acceptable Values for Grades Entry

Percent Grade:

- Enter whole numbers (0-100)
- Entering decimal place values will result in an unsuccessful upload
- **Do not** enter a Percent Grade if entering a Standing

Standing:

- Enter either T or leave this field blank.
- **Do not** enter a Standing if entering a Percent Grade

For information on the Standings, please visit one of the following pages:

- Vancouver: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,97,0
- Okanagan: http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,90,1015

Standing Reason:

- Enter DNW if the student did not write the final exam
- A Percent Grade or Standing must also be entered with a DNW
- **Do not** use DNW with a T standing

How to Submit Grades

(Restricted to Instructors and Administrators)

Before you begin:

1. Grades must be entered & saved in the FSC for a student before the student's grade can be submitted in the FSC.

2. **Once grades have been submitted, they CANNOT be modified on the FSC.** A [change of grades form](#) must be completed & submitted to Enrolment Services to modify submitted grades.

3. Grade submission can only be done one classlist/course section at a time.

Instructors

1. On the FSC Home page, under Assigned Sections, select the course section(s) you would like to submit grades for.

2. Submit your grades by clicking on the **Submit Saved Grades** button.

Administrators

1. On the FSC Home page, under Managed Sections, select the course section(s) you would like to submit grades for.

2. Click the **View Classlist(s)/Enter Grades** button.

3. On the Requested Classlists screen, click the **Submit Saved Grades** button. Students must have a grade entered & saved before the grade can be submitted. The system will automatically find students with saved grades. You do not have to select each student in the classlist to submit grades.

4. A popup message will appear to notify you that all saved grades will be submitted, and that the process cannot be undone. If you are ready to submit the student(s) grades, click the **Submit** button.

5. If the grades submit request is successful, the FSC will notify you in the popup message:
   a. How many students had their grades successfully submitted
   b. The student numbers that had their grades submitted

Grades successfully submitted for 1 student.

Student submitted: 88888888.

Ok
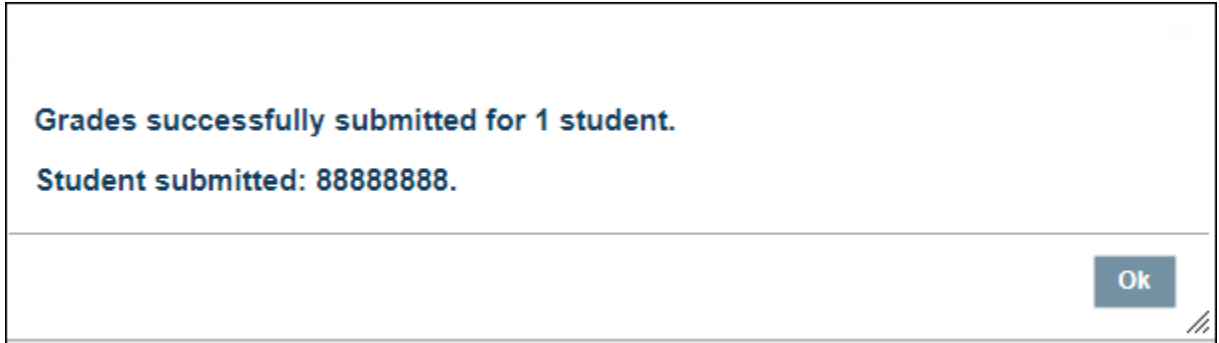
6. Click the **Ok** button to close the popup window.

7. In the classlist, the status of the student's grade will be changed to "Submitted", and if a percent grade was entered & saved, the corresponding letter grade will also appear. The total number of submitted grades will also be updated at the bottom of the page.

Course	Section	Term	Surname	Preferred Name	Percent Grade	Letter Grade	Standing	Standing Reason	Status
500	MW3	1	Tribe	Web2	90	A+			Submitted

Submit Saved Grades   Change Grades

Number of submitted grades: 1

8. If you selected multiple course sections in step 1, each course section will appear under its own tab on the Requested Classlists page. Click the section tab to switch course sections. The current course section classlist you are viewing is highlighted in darker blue, with a small triangle pointing downwards at the bottom of the tab.

Requested Classlists

TEST500E-001	TEST500-MW3

Current course section classlist in view

This section has no course restrictions, prerequisites or corequisites

The following 1 student is currently registered in section TEST500 - MW3 for session 2018W:

| Download/Print Classlist	Send Email	Upload Grades	Submit Saved Grades	Change Grades

Search:

elect All	Image	Student Number	Subject	Course	Section	Term	Surnar
		88888888	TEST	500	MW3	1	Tribe

How to Change Submitted Grades

Once grades have been submitted for students, they cannot be modified on the FSC. In order to change submitted grades, you will need to select the affected students on the FSC and download a Change to Academic Record form for each student.

1. On the FSC Home page, under your Assigned or Managed Sections, select the classlist(s) containing the students you want to change submitted grades for.

2. Once all classlist(s) have been selected, click the **View Classlist(s)/Enter Grades** button. The Requested Classlists screen will appear with your selected sections.

3. For each classlist in the Requested Classlists screen, select the students who have submitted grades that you would like to change. Under the "Status" column of the classlist, **the grade must be set to "Submitted".**

4. Once you have selected all students with submitted grades that you would like to change, click on the **Change Grades** button.

5. The Change of Grades pop up window will appear. Complete the following fields:

   a. In the **Reason for change:** field, enter the reason for why the submitted grades need to be modified.
   b. Under the **Grade and/or Standing changes:** field, each student you selected should appear. Enter the new grade, standing, and/or standing reason code into the fields according to the criteria in the [Acceptable Values for Grades Entry](#) section. Press **Tab** or **Enter** to save your entered data.

6. Once you have finished entering all of the new grades, standings, and/or standing reason codes for each student, click on the **Download Change Grade Form** button.

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7. You will be taken back to your classlist, and a **Change to Academic Record form** should be generated by the FSC and downloaded to the folder your browser stores downloaded files. The file name of the form should be "ChgGrade.pdf". On Google Chrome, the downloaded form may appear at the bottom of your browser. Click on the file to view the form.

8. The Change to Academic Record form should appear in a separate tab on your browser. The form contains all of the information you entered for the course section under the "Student Information" section. You will need to obtain at least 3 of the required signatures under the "Authorization" section of the form.

THE UNIVERSITY OF BRITISH COLUMBIA

June 21, 2019

CHANGE TO ACADEMIC RECORD

COURSE CHANGE INFORMATION

Academic Year	Session (W/S)	Subject Code	Course Number	Section	# of Credits
2018	W	TEST	500E	001	3

INSTRUCTOR'S NAME:

STUDENT INFORMATION:

Name	Student No.	Program	Grade	Grade to	Standing	Standing to	Standing Reason	Standing Reason to
PN GIEDRIS	44455558	BA 1		55	T			
History Uduji	33333333	BA 1	90	90				DNW

Please provide specific reasons for change:

Submitted grades in error. Student #33333333 did not write the final exam.

AUTHORIZATION (Three signatures required)

_____ _____ _____ _____
Instructor Signature   Name (Please Print)   Department   Date (yyyy/mm/dd)

AND

_____ _____ _____ _____
Head of Department Signature Name (Please Print)   Department   Date (yyyy/mm/dd)

And ONE of the following:

_____ _____ _____ _____
Dean, Director or Designate Signature (of Name (Please Print) Faculty Date (yyyy/mm/dd)
Faculty offering course)

OR

_____ _____ _____ _____
Dean, Director or Designate Signature (of Name (Please Print) Faculty Date (yyyy/mm/dd)
student's Faculty, if different from
above)

Faculty of Graduate Studies: (if applicable)

_____ _____ _____
Signature   Name (Please Print)   Date (yyyy/mm/dd)

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9. If you are an instructor, please include your signature, name, department, and date under the Authorization section. You can then forward the form to your department & faculty for the additional required authorization signatures.

   o Change Grade Requests for Undergraduate Students: Please submit completed and signed PDF copies via email to registration.support@ubc.ca. If PDF copies cannot be emailed, please obtain all required signatures and submit the completed hard-copy form via campus mail to the Enrolment Services – Records and Registration Department.

   o Change Grade Requests for Graduate Students: Please submit completed and signed PDF copies via email to graduate.sas@ubc.ca. If PDF copies cannot be emailed, please obtain all required signatures and submit the completed hard-copy form via campus mail to Graduate + Postdoctoral Studies – Dean's Office (Zone 2).

Notes:

- The Change to Academic Record form will contain the information you entered in the fields of the Change of Grades pop up window.

- If you are unsure where the form was downloaded to, you will need to check your browser settings to find the location of downloaded files.

- For each section requiring a grade change, you will need to repeat steps #3-6 in the How to Change Submitted Grades section above to download separate forms for each section.

- When generating the Change to Academic Record form, there is a limit to the number of students that can be selected at a time. **The recommended number of students to select per Change to Academic Record form is 50 students.** Going over the selected student limit will not generate a Change to Academic Record form for any of the selected students.