

1. All grades should be submitted and approved by the Director/Chair in FAST by the Senate grading deadline.
2. If a student's name does not appear on the Grade Entry Page in FAST please complete an AUXILIARY GRADE SHEET and submit it to Student Support Services (undergraduate) or Graduate Admissions & Records (graduate).

A student who is not registered in a course cannot receive a grade or credit for coursework completed. If a student's name does not appear in FAST, please instruct the student to confirm they are properly registered for the course. If they are not registered, please contact the Office of the Registrar.

The [official grading system](#) of UVic can be found in the Academic Calendar. Instructions for submitting and approving grades in FAST can be found in the [FAST Student Resource Library](#).

Viewing Grades Lists

To view the original Grade List submission for a particular course/section:

- x FAST Student Reporting
 - o Select Student Grades > Grades List
 - o Enter Term and CRN
 - o Execute Report

Grade Changes

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