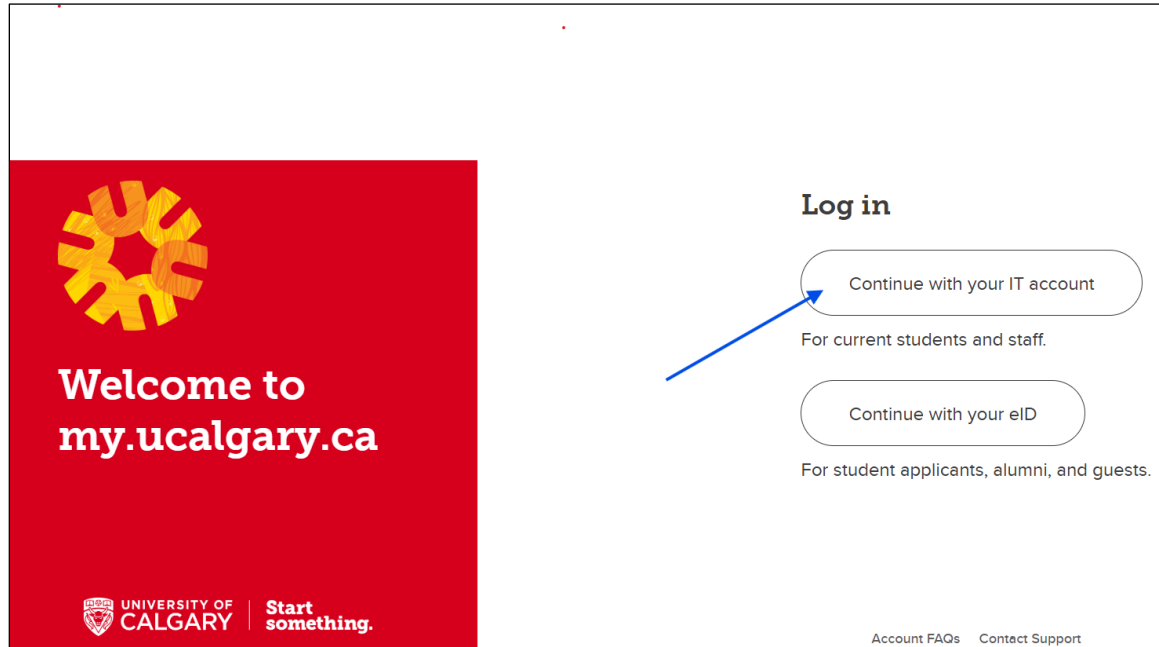
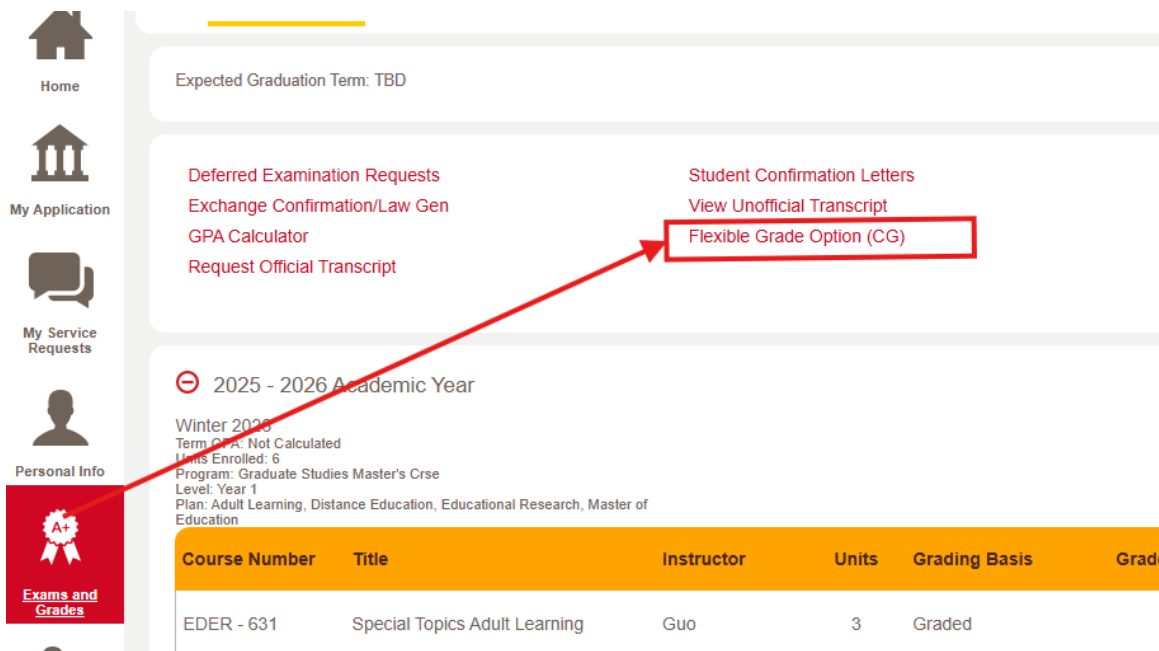


### Step 1: Log into your student center (my.ucalgary.ca)



### Step 2: Click on Exams and Grades Tab, and then click on the Flexible Grade Option link



**Step 3: Read the Important CG Grade Information before proceeding****Form Page**

Undergraduate and graduate students can use this form to request a CG grade for a limited number of courses you complete.

Review the application guidelines and check your faculty or graduate program regulations [here](#) before submitting a CG request. Please connect with a [Faculty Advisor](#) to discuss eligibility and implications of CG grades for your program before applying.

**PLEASE BE ADVISED OF THE FOLLOWING**

- CG grades may impact a change of program request. Familiarize yourself with the CG regulations of your current and desired (future) faculty.
- CG grades may not be accepted or recognized for admission requirements (graduate or professional programs) or transfer credit at other institutions based on their regulations.
- CG grades may impact your eligibility for certification or licensing requirements in specific fields.
- CG grades may impact your eligibility for honours and awards (including but not limited to Dean's List, honours degrees, and convocation awards) and external award and scholarship consideration. Check your [faculty or program regulations](#).
- **CG grade is a permanent change and not reversible.**

**STEPS TO COMPLETE THE REQUEST FOR A FLEXIBLE GRADING OPTION**

- Confirm your final grade is posted in your Student Centre for the course you wish to request a CG. Grades in D2L will not be taken into consideration. If no grade is present in Student Centre, your application will be denied.
- Ensure your selection(s) comply with all faculty/graduate program and Registrar CG-grade regulations.
- Complete and submit the form on the next page.

Students requesting more than one course for CG grading must submit multiple applications (one for each course). **Requests will be processed in the order in which they are received. Eligible CG applications are processed no later than 30 days after the application deadline.** The deadline to submit your request is displayed below under Course Information.

*If you have questions about choosing a flexible grading option, please see the [FAQ](#) page or contact a [Faculty Advisor](#).*

**COLLECTION OF PERSONAL INFORMATION**

The University of Calgary ("UCalgary") respects your privacy. Your personal information is being collected under the authority of Alberta's Post Secondary Learning Act ('PSLA') and section 4(c) of Alberta's Protection of Privacy Act ('POPA'). It will be used and disclosed as permitted under POPA, and where necessary for UCalgary operating a program or activity as outlined in the [UCalgary](#).

**Step 4: Search for and identify the course for which you want a CG grade** (only courses that are eligible for CG grade will be listed)

**Course Information**

Click on the magnifying glass to search for your courses. Please note, only eligible courses supported by faculties will appear in this list.

Term	Fall 2025	Subject	
Class Number	<input type="text"/>	Course Number	
Final Grade		Section Number	
Grade Points Per Unit	0.000000	Course Career	
Units Taken	0.00		
Deadline Date	2026/01/16		
Enrollment Request ID			
CG Req Exists for Class/Term			

### Step 5: Read and respond to action item prompts

#### Form Action Items

3 rows

Acknowledgement	
1	<input type="checkbox"/> No I have not submitted more than the allowable CG grade requests per my Faculty or Graduate Program regulations.
2	<input type="checkbox"/> No I have considered potential long-term impacts of requesting a flexible grading option and wish to proceed.
3	<input type="checkbox"/> No Once I submit this request, my decision is final and cannot be reversed.

### Step 6: Click to Submit your Request (Note, CG grade is not reversible once approved)

Acknowledgement	
1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I have not submitted more than the allowable CG grade requests per my Faculty or Graduate Program regulations.
2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I have considered potential long-term impacts of requesting a flexible grading option and wish to proceed.
3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Once I submit this request, my decision is final and cannot be reversed.

Submit

**Step 7: The system will evaluate and approve your CG grade request within a minute (a pending result means it has been forwarded for manual review)**