

# UCD REGISTRY

## Deadline for Grade Changes ahead of December Conferings

To: Heads of School, Module Coordinators, University Deans, College Principals, Vice Principals for Teaching & Learning, School Heads of Teaching & Learning, College/School Office Directors, Graduate School Managers, Programme Managers, College Administrator, School Administrators (students), UCD Registry

Dear colleagues,

As you may be aware, conferings will take place between Monday, 30 November - Thursday, 3 December, and will be held virtually in line with Covid-19 guidelines. Please see the conferring schedule available [here](#)

In order to ensure that a student is included in the relevant virtual ceremony, final grade changes should be received by Assessment from the relevant Governing Board no later than **Wednesday, 18 November**.

Any grade changes received after this date will still be actioned, and it will be possible for students to graduate up until their conferring date, however, **they will not be included in the virtual ceremony**.

Please see the [Exceptional Grade Change workflow](#) and the [Exceptional Grade Change System User Guide](#) for more information.

If you have any queries relating to grade changes or the grade change process, please contact [grading.support@ucd.ie](mailto:grading.support@ucd.ie), if you have any queries relating to conferring, please contact [conferring@ucd.ie](mailto:conferring@ucd.ie).

Yours sincerely,

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