

## Timing of Submission of Final Grades – Informing Students of Grades

<b>Subject:</b>	Timing of Submission of Final Grades – Informing Students of Grades
<b>Sections:</b>	<a href="#">Final Marks for Undergraduate Courses – Timing of Submission</a> ; <a href="#">Final Marks for Graduate Courses – Timing of Submission</a> ; <a href="#">Final Examination Marking</a> ; <a href="#">Informing Students of Final Grades</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officer(s) Responsible for Procedures:</b>	*
<b>Related Policies:</b>	<a href="#">Course Numbering Policy</a> , <a href="#">Essay Courses, and Hours of Instruction</a> ; <a href="#">Marks/Grades</a> ; <a href="#">Definitions of Grades</a> ; <a href="#">Grading Scale for Undergraduate Students</a> ; <a href="#">Grading Scale for Graduate Students</a>
<b>Effective Date:</b>	April 2009
<b>Supersedes:</b>	*

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### FINAL MARKS FOR UNDERGRADUATE COURSES – TIMING OF SUBMISSION

Marks for written final examinations must be submitted within one week after the writing of each final examination. (On the written authorization of the Dean of the Faculty in which the course is offered, this deadline may be extended.)

Marks for courses not requiring written final examinations must be submitted within one week after the end of classes. (On the written authorization of the Dean of the Faculty in which the course is offered, this deadline may be extended.)

Marks for Deferred, Special and Supplemental Examinations must be submitted within one week after the writing of such examinations.

## Timing of Submission of Final Grades – Informing Students of Grades

Submission of marks for any course may not be delayed because of the failure of some registrants in the course to complete assignments or term work. Such students shall be given a mark of zero for incomplete work and assigned a final grade, unless their Dean has authorized incomplete standing or the writing of a Deferred or Special Examination.

This regulation also applies to the mid-year examination period.

### **FINAL MARKS FOR GRADUATE COURSES – TIMING OF SUBMISSION**

***Please note that graduate-level course numbers range from 9000 to 9999.***

Final marks must be submitted within two weeks of the end of the term.

Note: For courses taken by students in their final term of study, the deadline shall be the last day of term.

After the end of each graduate term, the student grade file shall be updated and a grade report issued to each graduate student at which time the updated grade file shall reflect the following:

- a) for courses not due to be completed in that term, an entry of IPR (denoting “in progress”);
- b) for courses due to be completed in that term, either the mark obtained in the course or an entry of INC (denoting “incomplete”). The grade of INC may be carried for a maximum of one term after which the grade assigned is F.

The terms "incomplete" and "in progress" shall be assigned only with the written authorization of the Chair of the Department or Departmental Graduate Studies Committee, except for theses and language requirement courses.

Any departure from the above regulations shall require the authorization of the Vice-Provost (Graduate and Postdoctoral Studies).

### **FINAL EXAMINATION MARKING**

The final examination in first year courses (1000-1999) with more than one section (lecture, tutorial and/or laboratory, however taught) will be marked by some method which seeks to ensure consistency and fairness in marking among all sections (e.g., marking by a course or section committee under the supervision of the member of the Faculty who coordinates the course).

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### INFORMING STUDENTS OF FINAL GRADES

The Registrar records students who are granted Special Examinations, Incompletes and Aegrotat Standing by the Dean's office. That information is to be provided to Departmental offices by the Registrar on a regular basis.

Instructors are to submit their final grades electronically or on grade submission forms to the Department Chair for final approval. (In the case of an Affiliated University College or a Faculty without departmental structure, the grades will be forwarded electronically to the Dean.) Subsequent to this review the Department Chair (or Dean) will forward the grades electronically or on grade submission forms to the Registrar.

Departments may inform students of final grades from an examination period subsequent to final approval of the grades by the Department Chair or Dean, but are responsible for ensuring that grades are communicated in a confidential manner.

Lists of student grades with personal identifiers (e.g., student identification numbers) must not be posted electronically. Faculty and staff wishing to communicate marks electronically to students must do so on an individual basis only. For optimal security, WebCTVista is the recommended mechanism for doing so.

For large classes, a paper list of student grades linked to student identification numbers may be posted in a Department location for a limited time provided that the grades cannot reasonably be linked to individual students. Such postings should contain truncated student identification numbers (last five digits) listed in random order. For classes with fewer than 15 students, public posting must always be avoided. Faculties have the discretion to establish higher thresholds based on local needs and concerns.

Note: WEBCTVista is also known by the name OWL at Western.

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**Last Reviewed:**

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