MEMORANDUM

To: All Faculty of Arts Instructors
From: Bill Chesney, Associate Dean of Arts, Undergraduate Students
       Kathy Acheson, Associate Dean of Arts, Undergraduate Programs
Date: July 20, 2018
Subject: End of Term Reminders

Thanks for your attention to these matters everyone, and best wishes for a successful end of term.

Exam regulations:

- [UG Calendar - Assignment, Test, and Final Exam Regulations](#)
- A reminder that an in-class test held during the last 5 days of class cannot be worth more than 25% of the student’s final grade. End-of-term assignments may come due during the final exam period only for courses **without** a final exam.
- Student requests for accommodation for religious reasons are to be made within a week of the posting of exam dates (**June 15** this term), and that deadline is now passed. Direct any requests with which you are not comfortable to Bill’s attention.
- **Elective arrangements** (such as travel plans) are **NOT** grounds for a deferred or alternative exam arrangement.
- Faculty members are expected to be available for each of their scheduled final exams.
- Retention rule: Exams and other course work should be kept securely for a period of one year.

Grades:

- Deadlines to upload your course grades:
  - courses without exams: **August 11** (14 days following the start of exams)
  - courses with exams: 7 days after final exam
  - Online courses: **August 27**
    - **August 27** is also the last day the system is available to upload grades online
- Students can see their grades beginning **August 13** this term, following the end of the examination period. The Official Graded Date is **September 19, 2018**, which is when they will be able to view their academic standing.
- **NOTES ABOUT NON-NUMERIC GRADES AVAILABLE FOR USE BY INSTRUCTORS:**
  - INC grades should only be entered when there has been a formal, written arrangement between you and the student outlining how and when the missing course element(s) will be completed. The **INC Grade Form** **must be used** when making such an arrangement with a student. The form, and instructions on how to use the form, may be found at [Registrar Resources for Staff and Faculty web page](#).
• NMR (no mark reported) is to be used should there be a name on your roster for a student who has never submitted any course element for grading and/or to your knowledge, has never appeared in class. An NMR grade calculates at 32%.

• IP (in progress) is for term courses where the final grade will only be entered when an additional required term course has been completed; for example, for an undergraduate thesis project that spans two courses over one academic year. **IP may not be used as a substitute for INC.** Students with IP on their records are not eligible to graduate.
  - The use of the IP grade is normally limited to 400-level courses which are Senior Honours Theses or Senior Seminar courses. The grade may be used in other courses only with the prior approval of the Undergraduate Affairs Group of the Arts Faculty.

• CR or NCR may only be used if the course is registered in the system with that grading basis. An instructor may not otherwise substitute a numeric grade with CR or NCR under any circumstances.

• **Failing grades in the Faculty of Arts may range from 0-49%, and will appear as such on the transcript.** In order to preserve consistency and continuity with historical grading practices in the courses of the Faculty of Arts, grades from 0-32% will be calculated at 32% for the purpose of determining a student’s average(s). (Motion passed by Arts Faculty Council, March 13, 2007.)

• More information about grades is viewable in the Undergraduate Calendar - Grades Section.