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: March 23, 2018

Subject: End of Term Reminders

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

Exam regulations:

- [UG Calendar - Rules for Test Conduct](#)
- [UG Calendar - Additional Rules for Final Examinations](#)
- [UG Calendar - Accommodations](#)
- 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.
- The following religious observances coincide with the final exam period:
  - Saturday, March 31 (sundown) to Saturday, April 7 (sundown): Pesach/Passover (Jewish)
  - Friday, April 13: Songkran/New Year (Cambodia, Myanmar, Sri Lanka, Thailand), Baisakhi (Bangladesh, Sikh, Hindu)
  - Saturday, April 21: Feast of Ridvan – April 21-May 2 (Bahá’í)
- Student requests for accommodation for religious reasons are in any case to be made within a week of the posting of exam dates (February 16 this term), and that deadline is now passed. Direct any requests with which you are not comfortable to Bill’s attention.
- Please note that elective arrangements (such as travel plans) are NOT grounds for a deferred or alternative exam arrangement. Note also that it is expected that faculty members will be available for each of their scheduled final exams.
- Retention rule: Exams and other course work should be kept for a period of one year.

Grades:

- Deadlines to upload your course grades:
  - courses without exams: April 23 (14 days following the start of exams)
  - courses with exams: 7 days after final exam
  - Online courses: May 1
  - May 1 is also the last day the system is available to upload grades online
- Students can see their grades beginning April 25 this term, following the end of the examination period. The Official Graded Date is May 18, 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, can be found at Faculty of Arts Faculty/Staff Resource 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. These courses are identified in their calendar descriptions. IP may not be used as a substitute for INC. Students with IP on their records are not eligible to graduate.

- **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).

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