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: November 13, 2017
Subject: End of Term Reminders

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

Exam regulations:

1. Registrar’s Office - Exam Regulations
2. Registrar’s Office - Accommodation due to illness
3. 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.
4. The following religious observances coincide with the final exam period:
   a. Tuesday, December 13; begins at sundown on December 12 (Hanukkah – Judaism)
   b. Thursday, December 21 (Yule – Wiccan)
5. Student requests for accommodation for religious reasons are in any case to be made within a week of the posting of exam dates (October 12 this term), and that deadline (October 20) is now passed. Direct any requests with which you are not comfortable to Bill’s attention.
6. Please note that elective arrangements (such as travel plans) are NOT grounds for a deferred or alternative exam arrangement.
7. It is expected that faculty members will be available for each of their scheduled final exams.
8. Retention rule: Exams and other course work should be kept for a period of one year.

Grades:

1. Deadlines to upload your course grades:
   a. Courses without exams: December 21 (14 days following the start of exams)
   b. Courses with exams: 7 days after final exam
   c. Online courses: January 2, 2018
   d. January 2 is also the last day the system is available to upload grades online
2. Students can see their grades beginning December 22 this term, following the end of the examination period. The Official Graded Date is January 19, 2018, which is when they will be able to view their academic standing.
3. NOTES ABOUT NON-NUMERIC GRADES AVAILABLE FOR USE BY INSTRUCTORS:
   a. Incomplete (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 elements(s) will be completed. The INC 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.

- Effective fall 2017, a new University-wide process has been implemented for the assignment of an INC grade. The University adopted what has been standard practice in Arts for the last 4 years when it comes to INC grades. Some of the language and timeline elements have been tweaked but the essential practices remain the same as what we are already used to doing. This revised process provides transparency to students and instructor as well as establishes consistent practices across Faculties.

b. **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%.

c. **IP** (in progress) is for term courses, such as undergraduate thesis courses, where the final grade will only be entered when an additional required term course has been completed. **IP may not be used as a substitute for INC.** Students with IP on their records are not eligible to graduate.

d. **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.

4. **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 an Arts student’s average(s). (Motion passed by Arts Faculty Council, March 13, 2007.)

5. More information about grades is viewable in the Undergraduate Calendar-Grading System Section.