

MEMORANDUM

To: All Faculty of Arts Instructors
From: Martin Cooke, Associate Dean of Arts, Undergraduate Students
Kathy Acheson, Associate Dean of Arts, Undergraduate Programs
Date: November 6, 2019
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 - Rules for Test Conduct](#)
- [UG Calendar - Additional Rules for Final Examinations](#)
- [UG Calendar - Accommodations](#)
- 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.
- The following religious observance coincides with the final exam period:
 - a. Friday, December 13 – Aga Khan's Birthday (Islam Ismaili)
- Student requests for accommodation for religious reasons are in any case to be made within a week of the posting of exam dates (**September 27 this term**), and that deadline (**October 4**) is now passed. Direct any requests with which you are not comfortable to Martin's attention.
- Please note that **elective arrangements** (such as travel plans) are **NOT** grounds for a deferred or alternative exam arrangement.
- 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:
 - All courses without exams: **December 19**
 - On-campus courses with exams: **7 days after final exam**
 - Online courses with exams: **January 2, 2020**
 - **January 2, 2020** is also the last day the system is available to upload grades online
- Students can see their grades beginning **December 22** this term, following the end of the examination period. The Official Graded Date is **January 21, 2020**, which is when they will be able to view their academic standing.
- A detailed memo from the Registrar's Office (rogrades@uwaterloo.ca) with grade submission instructions will follow in late November.

- **NOTES ABOUT NON-NUMERIC GRADES AVAILABLE FOR USE BY INSTRUCTORS:**
 - **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](#).
 - **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, 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.
 - 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 an Arts 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](#).