

Greetings colleagues;

Normally at this time we would send the End of Term memo for those teaching in the current term, and the Beginning of Term memo for an upcoming term. The usual information found in the memos (and more!) is now housed on a new [Teaching Term Info webpage](#) for Arts instructors.

The webpage includes sections for important dates, religious observances, grades, academic rules for assignments and tests, course outline requirements, and academic integrity, as well as resources for course development and student support. You can save an up to date PDF of the entire webpage at any time if you prefer to view this information in a different format.

### SPRING 2020 END OF TERM REMINDERS

- **Classes end August 5**
- **The Final Assessment Period is August 7-August 15.**
- Review the [Assignments, Tests, Final Exams, Reading Week](#) section for:
  - Academic rules and timing of tests, assignments, exams/final assessments
  - Accommodations
  - Exam and course work retention rules
- Review the [Grades](#) section for:
  - Grade submission dates and procedures (**all grades due by August 26**)
  - Grading system
  - Failing grades: 0-49% on transcript, but grades in the 0-32% range are calculated at 32% in student's averages
  - Grade change policy - 1 year from Officially Graded Date
  - [INC grade process](#) and [INC form](#) (formal, written agreement between instructor and student outlining how and when missing elements will be completed).
  - Non-numeric grades (INC, NMR, IP, CR/NCR)
- If you believe that an academic offence has occurred, consult the [Academic Integrity, Student Discipline - Policy 71](#) section for information on how to proceed.
- [Spring 2020 Important Dates](#)
- [Religious Observances](#)

We appreciate the feedback received thus far and continue to welcome it – please email [Michaela.tatu@uwaterloo.ca](mailto:Michaela.tatu@uwaterloo.ca) with comments and input. In the interest of time, the first step was to convert the memos to a web format and share them before the end of spring term and in preparation for fall term. However, we do hope to make improvements and additions to the webpage based on suggestions already received and forthcoming.

Best wishes for concluding the spring 2020 term.

Regards,

Katherine Acheson  
Associate Dean of Arts -  
Undergraduate Programs  
Professor - English Language and  
Literature  
519 888 4567 ext. 30336 (Arts  
Undergraduate Office)  
[koa@uwaterloo.ca](mailto:koa@uwaterloo.ca)

Martin Cooke  
Associate Dean of Arts - Undergraduate  
Students  
Associate Professor – Sociology & Legal Studies;  
School of Public Health  
519 888 4567 ext. 33554 (Arts Undergraduate  
Office)  
[cooke@uwaterloo.ca](mailto:cooke@uwaterloo.ca)