To: Instructors assigned to courses being taught during the fall 2022 term; Deans and Associate Deans of Undergraduate Studies and Graduate Studies
From: Jennifer Coghlin, Associate Registrar, Enrolment Services & Academic Policy, Office of the Registrar;
Marianne Simm, Director, Graduate Studies and Postdoctoral Affairs

The following grade submission schedule is provided for your reference:

<table>
<thead>
<tr>
<th>Examination and Grade Information</th>
<th>Important Dates</th>
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</thead>
<tbody>
<tr>
<td>Quest’s grade submission window for fall term grades (new and revisions)</td>
<td>December 7, 2022 – January 3, 2023</td>
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<tr>
<td>Final Exam Period</td>
<td>December 9 – 23, 2022</td>
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<tr>
<td><strong>Deadline 1:</strong> Grades due for all courses (on-campus or online) without a scheduled exam during the Final Exam Period.</td>
<td>December 22, 2022</td>
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<tr>
<td><strong>Deadline 2:</strong> Grades due for all on-campus courses with a scheduled exam or a major assignment due date during the Final Exam Period.</td>
<td>Due seven days from the date of the final exam</td>
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<tr>
<td><strong>Deadline 3:</strong> Grades due for all online courses with a scheduled final exam during the Final Exam Period.</td>
<td>January 3, 2023</td>
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The submission of final grades at the end of each term is the first step in the review of students’ academic progression. **Our timely service to students is impacted when grades are submitted after the deadline** and work becomes more intensive for our staff. Your co-operation in the timely submission of final grades is greatly appreciated.

**Reminder:** Per **Policy 46 (Information Management)**, instructors should not release final examination and final course grades to students prior to December 24, after the Final Examination Period has ended.

**Grade submission instructions**

- Grade submission is done in **Quest**:
  - Access is granted to all instructors, as well as designated departmental representatives.
  - **Do not email grades** during the Quest grade submission window noted above.
- See **how do I upload my final grades** for full instructions and tips.
  - If your class roster has NG grades, replace them with the final grade.
- For help with Quest grade submission, email rogrades@uwaterloo.ca.

**Notes for undergraduate courses:**

- **Incomplete course work:** Submit an **Incomplete (INC) Grade Form** (login required) and an INC grade in Quest. It is important that the current circumstances do not result in a dramatic rise in the number of
INC grades. It is suggested that instructors seek guidance from their relevant associate dean about options that can help avoid INC grades.

- Refer to the grade regulations in the Undergraduate Studies Academic Calendar.

Notes for graduate courses:

- **Audit:** If a student is taking a course for audit and passed the audit requirements, a grade of AUD must be assigned. If the student does not pass the audit requirements, send an email to gso.grades@uwaterloo.ca requesting that the course be removed from the student’s record.
- **Incomplete course work:** If a student is being assigned a grade of INC, submit INC as the grade in Quest. The instructor and the student should have a conversation about the deadline for outstanding assignments. Instructors should make sure the student is aware that the INC grade will change to failure to complete (FTC) after two terms if a final grade is not submitted.
- If a grade needs to be changed after January 3, use a Grade Revisions Fillable form (PDF).
- Refer to the grades and grading regulations in the Graduate Studies Academic Calendar.

This message is from the University of Waterloo Office of the Registrar and Graduate Studies and Postdoctoral Affairs.