OFFICE OF THE REGISTRAR
Student Support Services
Jamie Cassels Centre, Wing A – Main Floor

Summer & Winter Session
2024-2025

University of Victoria

UNDERGRADUATE CO-OP WORK TERM GRADING DEADLINES & INSTRUCTIONS

Work Term grade submission deadlines		
Work Term	Term	Deadline
Summer (May – August)	202405	October 31
Winter Session 1st Term (September – December)	202409	February 28
Winter Session 2nd Term (January – April)	202501	June 30

Entering Grades: **Using FAST, submit one of the following grades for each student:**

Final Grades	
COM	• Work Term successfully completed
N/X	• Did not complete course requirements by the end of the term; no supplemental • Used only for Co-op Work Terms and for courses designated by Senate (courses identified in course listings) • Grade is excluded from calculation of all grade point averages • All other courses must have a final grade unless the student is eligible for an INP or DEF (see Temporary Grades)
F/X	• Unsatisfactory performance - completed course requirements; no supplemental • Used only for Co-op Work Terms and for courses designated by Senate (courses identified in course listings) • Grade is excluded from calculation of all grade point averages
Temporary Grades	
DEF	• Deferred Status Granted (not available for departmental use via FAST-please enter an N/X on Grade List) • A student who falls ill at the conclusion of a Work Term and is unable to complete the required report because of illness, accident or family affliction may be eligible for Deferred Status. If it is determined that because of illness, accident, or family affliction Deferred Status is to be assigned, additional documentation is not required unless an extension to the completion date* is required at a later date (see below). If Deferred Status is granted, the Work Term grade must be reported to the Student Support Services by the following deadlines: o end of the first term in the Winter Session for a Summer Session Work Term o end of the second term in the Winter Session for a SEP-DEC Winter Session Work Term o end of Summer Session for a JAN-APR Winter Session Work Term

INP	• Course In Progress
	• For approved Extended Work Term continuing:
	  o enter INP grades until final grade determined
	  o students approved for and registered in an Extended Work Term will appear on the Grades List at the conclusion of **each term** in which they have been registered

- Names cannot be added to the Grades List - if a student's name does not appear on the Grade List, please complete an [Auxiliary Grade Sheet](#) and submit it to Student Support Services.

Withdrawn/No Fault status (WF)

- Please have the Co-op Executive Director send the approval memo to the appropriate Records Clerk in OREG for processing.
- Normally 'WF' status is approved early on in the Work Term.

Submission of Grades

- If you have already submitted grades for **graduating students** on an Auxiliary Grade Sheet, please remember to enter the **same** grade(s) on the FAST Grade List.

Viewing Grades Lists

To view the original Grades List submission for a particular course/section:
- INB Banner
  - SFASLST, enter the Term, CRN and then Next Block
  - From the Help menu bar at the top, select Extract Data No Key

- FAST Student Reporting
  - Select Student Grades > Grades List
  - Enter Term and CRN
  - Execute Report

Grade Changes

Undergraduate level
- Submit [Undergraduate Grade Change Form](#) / [Auxiliary Grade Sheet](#) with the appropriate signature(s) and forward to Student Support Services– OREM

Request for a Review of Assigned Grade

- Students wishing to have their grade reviewed should be advised to contact the appropriate Co-op Coordinator.

Grading Inquiries

Student Support Services   **email**: studentsupport@uvic.ca   **phone**: 250.721.8121
Office of the Registrar