UNDERGRADUATE CO-OP WORK TERM
GRADING DEADLINES & INSTRUCTIONS

<table>
<thead>
<tr>
<th>Work Term grade submission deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Term</strong></td>
</tr>
<tr>
<td>Summer (May – August)</td>
</tr>
<tr>
<td>Winter Session 1st Term (September – December)</td>
</tr>
<tr>
<td>Winter Session 2nd Term (January – April)</td>
</tr>
</tbody>
</table>

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

### Final Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM</td>
<td>Work Term successfully completed</td>
</tr>
</tbody>
</table>
| N/X   | Did not complete course requirements by the end of the term; no supplemental grade is included for calculation of all grade point averages. Use only for Co-op Work Terms and courses designated by Senate (courses identified in course listings).

### Temporary Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF</td>
<td>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 is 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 Grading Clerk by the following deadlines:</td>
</tr>
<tr>
<td>INP</td>
<td>For approved Extended Work Term continuing:</td>
</tr>
</tbody>
</table>

*Note: 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 the Grading Clerk.

Withdrawn/No Fault status (WF)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
  o SFASLST, enter the Term, CRN and then Next Block
  o From the Help menu bar at the top, select Extract Data No Key

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

Grade Changes

Undergraduate level
• Submit Undergraduate Grade Change Form / Auxiliary Grade Sheet with the appropriate signature(s) and forward to the Grading Clerk – OREG

Graduate level
• Submit to Graduate Admissions & Records on a Graduate Grade Change Form / Auxiliary Grade Sheet with the appropriate signature(s)

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

Grading Clerk email: grades@uvic.ca phone: 250.721.8132 (local 8132)