## UNDERGRADUATE & GRADUATE

### GRADING DEADLINES & INSTRUCTIONS

<table>
<thead>
<tr>
<th>Grade submission deadlines</th>
<th>Excluding the University Christmas &amp; Easter closure periods (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven (7) calendar days after the end of classes for courses that do not have a final examination as noted in the calendar.</td>
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<tr>
<td>Seven (7) calendar days after the examination is written for those courses that have a final examination.</td>
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<tr>
<td>In cases where the due date for the last assignment is after the last day of classes or the final examination date, the grades should be submitted seven (7) calendar days after the due date for the assignment.</td>
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<tr>
<td>While we realize that strict adherence to the seven (7) calendar day deadline may not be possible in all cases, your cooperation in submitting grades as close to these deadlines as possible is requested.</td>
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</tbody>
</table>

Late submission of grades affect students’ eligibility for graduation, scholarships, awards, admission to graduate programs, eligibility to re-register, and the ability to meet the Faculty and Senate approval dates for Convocation.

For these reasons, it is critical that instructors submit grades by the Senate deadlines.

**THANK YOU FOR YOUR ASSISTANCE IN MEETING THE GRADING DEADLINES**

**NOTES:**

Instructors should **NOT** submit temporary grades in order to meet grading deadlines.

If, for any reason, the grades for the whole class cannot be submitted by the deadline, **you can submit the grades of any known graduation candidates on an Auxiliary Grade Sheet**. Please remember when submitting the class grades via FAST to enter the **same** grade as the one submitted on the Auxiliary Grade Sheet.
**UNDERGRADUATE & GRADUATE GRADING INSTRUCTIONS**  
Summer and Winter Session

**SUBMISSION OF GRADES**

1. If a student's name does not appear on the Grade Entry Page in FAST please complete an AUXILIARY GRADE SHEET and submit it to the OREG Grading Clerk if undergraduate level or to Graduate Admissions & Records if graduate level.

2. All grades must be submitted for approval to the Director/Chair or Designate as appropriate, for submission to the Grading Clerk by the Senate grading deadline.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINT VALUE</th>
<th>PERCENTAGE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>0</td>
<td>0-49</td>
<td>Undergraduate ONLY. While the E grade (which signifies the option to write a supplemental exam) can still be given to a student, the grade cannot be assigned in FAST. Instead, instructors will assign a grade (ie; 0-49%) and select ‘F’ (Completed and Failed) in the “F or N” column” on the Grades List in FAST. Instructors should also submit an application for a supplemental exam (<a href="#">Forms, then Approval for Supplemental Exam</a>) to their Associate Dean for approval.</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0 - 49</td>
<td>F is earned by work, which after the completion of course requirements, is inadequate and unworthy of course credit towards the degree.</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
<td>0 - 49</td>
<td>Undergraduate: Did not write examination or complete course requirements by end of term or session. Course work may not be submitted subsequently in order to initiate a grade change. N % grades are final and are not normally changed (except when a Deferral is approved). No Supplemental allowed. Graduate: Did not write examination or otherwise complete course requirements by the end of term or session. This grade is intended to be final.</td>
</tr>
</tbody>
</table>

**NOTE: WINTER SESSION (JANUARY-APRIL) ONLY:**

IF THE SUPPLEMENTAL EXAMINATION is to be handled through the Office of the Registrar, instructors of courses with approved ‘E’ GRADES must be prepared to provide an examination paper for the Supplemental Examination to the OREG Examination Clerk by the end of June.

**NOTE: INCOMPLETE ASSIGNMENTS (Undergraduate and Graduate)**

If a student has failed to submit required assignments by the due date, a grade **MUST** be assigned. The grade may be 0-49% with an F (Completed and Failed) indicator, 0-49% with an N (Incomplete and Failed) indicator, or a passing grade, depending on the weight of the assignments and the School/Department's policy.
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<tr>
<td>INC</td>
<td>N/A</td>
<td>N/A</td>
<td>Undergraduate: <strong>INCOMPLETE.</strong> Used only for those credit courses designated by Senate and identified in the course listings. To be replaced by a final grade by June 1st for Winter Session courses, and by October 1st for Summer Session courses. The instructor will assign a 0-49% and an N indicator (Incomplete and Failed).</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Graduate: <strong>Granted</strong> (INC is NOT AVAILABLE for INSTRUCTOR USE VIA FAST-PLEASE ENTER ‘N%’ ON GRADE LIST). <strong>INCOMPLETE.</strong> Normally, may <strong>ONLY</strong> be used for those graduate credit courses designated by Senate and identified in the course listings. May also be used, with Dean's permission, for courses not completed by the end of term/session as a result of exceptional circumstances beyond the control of the student or the instructor. An INC grade cannot be assigned in FAST; The instructor will assign a 0-49% and an N indicator (Incomplete and Failed). The <strong>INC</strong> is requested by submitting a “Request for Extension of Grade Submission Deadline” form to Graduate Admissions &amp; Records, and must include a date for completion. The date for completion should not be longer than two months after the end of the term/session in which the course is taken. Longer extensions may be granted in extreme circumstances. The Grade Sheet must then be submitted by the deadline on the front of these instructions with the <strong>INC</strong> grade filled in. In order to avoid delays in processing, please include a copy of the Request for Extension form with the Grade Sheet.</td>
</tr>
<tr>
<td>INP</td>
<td>N/A</td>
<td>N/A</td>
<td>Undergraduate Course in Progress: Used only for those courses designated by Senate and identified in the course listings. To be replaced with a final grade by the end of the next Winter Session except for TIED courses (identified in the Calendar). In TIED courses the INP must be replaced with a final grade by the end of the subsequent term (including Summer Session) or, where a COOP Work Term, or other activity approved by the academic unit, intervenes, within eight months. If a student fails to complete the second course of a TIED course sequence, then the final grade will be N.</td>
</tr>
<tr>
<td>DEF</td>
<td>N/A</td>
<td>N/A</td>
<td>Undergraduate Only <strong>Deferred Status Granted</strong> (Used only when deferred status has been granted because of illness, accident, or family affliction. (Calendar, Deferred Status). DEF grade cannot be assigned in FAST; Instead the instructor will assign a 0-49% and an N (Incomplete and Failed) indicator. <strong>NOTE:</strong> A REQUEST FOR ACADEMIC CONCESSION form (supported by medical or other documentation) must be completed by the student to initiate the procedure for assignment of a DEF grade. On receipt of the above, the Grading Clerk will send to the Instructor an Academic Concession Approval Form which must be returned to the Grading Clerk AS SOON AS POSSIBLE. Once received, the N% grade will be changed to DEF if approved. <strong>NOTE:</strong> WINTER SESSION 2nd Term (January-April) ONLY: see next page</td>
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</table>
Failure to Register

- Students who complete a course in which they are not formally registered will not receive credit for the course. (See Calendar, Course Selection Responsibility)

Courses with Lab

- Please refer to the Calendar, "Evaluation of Student Achievement" and "Laboratory Work".

Viewing Grades Lists - To view the original Grade 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**

Changes to grades made after the original grades have been submitted should be forwarded to the Office of the Registrar on the [Undergraduate Grade Change Form](https://example.com) by the end of August for Winter Session 2nd term courses, by the end of December for Summer Session courses, and by the end April for Winter Session 1st term courses.

Graduate level

Any change to a grade made after the original grades have been submitted should be forwarded to Graduate Admissions and Records on a [Graduate Grade Change Form](https://example.com).

Release of Grades

Grades may be released after the School/Department has submitted the grades to The Office of the Registrar.

Request for a Review of an Assigned Grade

- Students wishing to have their grade reviewed should be advised to file a written request according to the regulations for "Review of an Assigned Grade" in the Calendar.

Grading Inquiries

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