



GRADING DEADLINES & INSTRUCTIONS

Grade submission deadlines

Excluding the University Christmas & Easter closure periods (if applicable):

Seven (7) calendar days after the end of classes for courses **that do not have a final examination** as noted in the calendar.

Seven (7) calendar days after the examination is written for those courses **that have a final examination**.

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**.

Timely submission of grades is required to meet the Faculty and Senate approval dates for Convocation. Late submission of grades affects students' eligibility for graduation, scholarships, awards, eligibility for admission and re-registration.

Note:

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, **please 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.

Submission of grades in FAST

1. All grades should be submitted and approved by the Director/Chair in FAST by the Senate grading deadline.
2. 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 Student Support Services (undergraduate) or Graduate Admissions & Records (graduate).

Note: A student who is not registered in a course cannot receive a grade or credit for coursework completed. If a student's name does not appear in FAST, please instruct the student to confirm they are properly registered for the course. If they are not registered, please contact the Office of the Registrar.

The [official grading system](#) of UVic can be found in the Academic Calendar. Instructions for submitting and approving grades in FAST can be found in the [FAST Student Resource Library](#).

Viewing Grades Lists

To view the original Grade List submission for a particular course/section:

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

Grade Changes

Undergraduate level

Changes to the original grades submitted should be forwarded to Student Support Services via an [Undergraduate Grade Change Form](#) with all required signatures (instructor, Chair/Director, and Dean or designate).

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](#).

Grading Inquiries

Undergraduate:

Student Support Services

email: studentsupport@uvic.ca

phone: 250.721.8121

Graduate:

Graduate Admissions and Records

email: garo@uvic.ca

phone: 250.472.4657