



# VPAC PROCEDURES ON GRADING

Effective: July 1, 2025 | Recommended Review: July 1, 2030

## Preamble

As part of Academic Regulations ([Undergraduate](#) and [Graduate](#)), Senate has provided for an official grading system to be used by instructors in arriving at final assessments of student performance. The Senate Committee on Academic Standards has recommended that faculty and instructors be provided grading workshops and grading trend data, and that units review and discuss grading patterns for their unit before submission of grades.

This guidance is informed by the following principles which are consistent with existing practice:

1. Grading must follow the Senate regulations as articulated in the UVic Academic Calendar ([Undergraduate](#) and [Graduate](#)).
2. Grading should be an accurate reflection of the student's performance.
3. Grading practices should be fair, transparent and applied consistently across all courses within the same program.

## Procedures and Guidance

1. These procedures are effective on July 1, 2025 and will be reviewed every five years. Grading policies must be approved by the Dean and must be in place by September 1, 2025.
2. The Academic Unit leader (Chair/Director/Dean) is responsible for the timely submission of grades and adherence to Senate regulations and this policy.
3. Each Faculty must ensure that each academic unit within the Faculty has a Grading Policy which:
  - a) is consistent with the above-noted principles;
  - b) provides new instructors (e.g., sessional, faculty members and teaching assistants conducting or supporting marking) with training and information about grading policies, regulations, and expectations within the Unit;
  - c) provides all instructors with information regarding grading trends for courses they are teaching;
  - d) provides for a process for the review of proposed grades with instructors in advance of grade submission;
  - e) provides for the process to be followed when grades are not submitted by deadline or are submitted but are not consistent with grading policies or regulations.

4. Where grades are not submitted by deadline or where it is clear there is no reasonable prospect of grades being submitted by deadline, the Academic Unit leader may arrange for an appropriately qualified individual to grade student work, in lieu of the instructor, to complete the submission of grades. This must be done in consultation with the Dean and Associate Director, Faculty Relations.
5. Consistent with existing practice, where grades are submitted that are not consistent with grading policies or regulations, the Academic Unit Leader may arrange for an appropriately qualified individual to re-grade the student work and provide for amended grades to be submitted. This must be done in consultation with the Dean and Faculty Relations.