

GRADING INSTRUCTIONS IN PEOPLESOFT

Process Changes in Grading	
1. Create Grade Rosters in Batch	<p>The Office of the University Registrar (OUR) creates Grade Rosters for all classes to allow submission of grades.</p> <p>Grade Rosters act as on-line grade entry sheets; they are used to record, approve and post grades in classes for students.</p> <p>Grade Rosters will be produced just prior to the grading period so that all add/drops are reflected on the roster.</p>
2. Grade Entry	<p>Instructors will enter grades directly using the Grade Roster by navigating to Self-Service, Faculty Centre, Grade Roster component pages or, by uploading grades from a spreadsheet.</p>
3. Grade Approval	<p>Approval of grades will be done by Department Heads on-line.</p> <p>Access to Grade Rosters for departmental approval will not be restricted to courses in a single department so Department Heads must take care to approve only grades in classes for which they are responsible.</p>
4. Mid – Year Grades	<p>Mid-year grades are recorded for first-year students registered in multi-term. Mid-year grade rosters will be created for all 100-level multi-term courses and instructors will be asked to submit grades for year 1 students only.</p> <p>Because multi-term courses are split into two term-length classes, final grades are entered for the first half of all two-term courses.</p> <p>NG (Not Graded) grades for the first half of two term courses will be loaded in batch by the OUR, in December for Fall-Winter courses as the Final Grade.</p>

<p>5. Non-Evaluative Grades</p>	<p>The range of grades, as follows, will be assigned in a consistent manner across Faculties.</p> <p>Incomplete Grade (IN) – A single Incomplete Grade of IN will be assigned only in cases where the student would otherwise receive a failing grade if the outstanding work is not completed, or a deferred examination is not written. If the outstanding work is not submitted or the exam is not written, this grade will automatically lapse to an F at the end of the following term, unless the student successfully appeals (usually to the Faculty Office) for an extension or to drop the course. Some Faculties may recommend, or require, the instructor to fill in a separate form outlining the conditions under which the IN is being submitted and send it to the Faculty Office for the student’s records before an IN grade is approved.</p> <p>If the student would otherwise still receive a passing grade in the course, the actual grade earned will be submitted. A change of grade will then be submitted when the outstanding work has been completed or, the exam has been written. Again, some Faculties may recommend, or require, the instructor to fill in a separate form outlining the conditions under which such a grade is being submitted.</p> <p>Grade Deferred (GD) - The Grade Deferred (GD) use is limited under Faculty regulations (usually to those cases where an academic integrity investigation is outstanding) and it will not lapse automatically.</p> <p>Credit (CR) – Credit standing (CR) in a course is available only upon appeal by the student to the Faculty Office, so individual instructors will not be able to enter this grade.</p> <p>Mark Condition: Aegrotat (AG) Standing – The Aegrotat (estimated) standing in a course is available only upon appeal by the student to the Faculty Office.</p>
<p>6. Grade Changes</p>	<p>Changes of grade are initiated by instructors to correct an error or to update the grade of a student with an “Incomplete” grade.</p> <p>The changes are approved by the Department Head and forwarded to the Faculty Office or OUR for entry.</p> <p>In cases where students experience extenuating circumstances that may justify a grade adjustment, students may submit an appeal to the Faculty Office for review.</p>