Memo

TO
All Staff and Faculty, Faculty of Arts & Science

FROM
Student Services, Faculty of Arts & Science

DATE
February 7, 2022

SUBJECT
Submitting Grades for Winter term, 2022

DEADLINES FOR SUBMITTING GRADES

If there is no final exam or work due after the end of classes  Monday April 18, 2022

If the final exam is written, or the final written assignment is due, during the final assessment period 10 calendar days after the exam is or the assignment is due

Final Deadline - all grades are due & must be approved by Department Head Tuesday May 10, 2022 by 12:00 noon

Grades posted to official transcripts Thursday May 12, 2022

SPRING DEGREE LIST CANDIDATES

Last day for grade changes affecting Spring degree list candidates Monday May 16th, 2022

For the Spring 2021 (June) convocation, grades changes should be entered by May 16th, 2022. If any additional changes must be made, those requests must arrive by May 27th, 2022, for the student to be considered as a late addition to the degree list. Please indicate “Degree List” on all these change of grade requests via SOLUS, so that the Faculty Office is prompted to process them without delay.

For specific questions, contact:

Karen Scanlan
Degree Coordinator
Student Services, Faculty of Arts and Science
E-mail: asc.degree@queensu.ca

Libby Hearn
Academic Operations Manager
Student Services, Faculty of Arts and Science
E-mail: asc.academic@queensu.ca
ADDITIONAL INFORMATION

Online Grade Changes

ALL grade changes and grade change appeals must be submitted via the SOLUS automatic grade change system. Paper grade change forms are no longer being accepted.

Incomplete Grades from Fall 2021

Please note that “IN” grades from Fall 2021 will expire on April 30th, 2022, and automatically convert to an “F” grade if no update is made. If you are aware of students who are completing coursework, please ensure they are aware of this date.

For students expecting to convocate in Spring 2022, please ensure that all prior IN grades are finalized by April 30th, 2021. Any change of grade requests for IN grades must be received by May 16th, 2021, to ensure that the student is added to the Degree List.

Submitting Grades through PeopleSoft

Final grades in the A halves of full-year classes have already been assigned in batch as NG (Not Graded). Mid-year grade rosters have been created for P- and 100-level full-year classes to enable the collection of mid-year grades, which may be submitted in the same manner as final grades, either by entering them individually via the Faculty Centre grade roster or by uploading a spreadsheet. In both cases, instructors should select the Grade Roster Type of “Mid-Year,” rather than “Final.” Mid-year grades are displayed to students in SOLUS as soon as they are entered into the grade roster. The reason for this being that mid-year grade rosters are a PeopleSoft customization that ensures students are provided with an indication of their progress before the last date to drop a full-year course.

Note: mid-year grades submitted to PeopleSoft as percentage grades will not be converted to letter grades automatically. Therefore, best practice is to submit letter-based grades directly.

Once the grades have been entered, instructors must set the status to “Ready for Review” so that they can be approved.

Please do not submit grade changes for mid-year grades for multi-term classes.

Approving Grades through PeopleSoft

Department Heads will approve mid-year grades in the same manner as they approve final grades. We request that you approve grades in a timely manner so that students’ grades are available as early as possible.
SPECIAL NOTES ON GRADE CHANGES

If you need to change a grade after the grade roster has been submitted, you can now do this in SOLUS. More information can be found here.

Paper forms should only be used if there are technical issues that cannot be resolved by contacting asc.academic@queensu.ca.

Any instructor or departmental initiator can enter a grade change in the current or previous term in SOLUS. Navigate to Curriculum Management/Grading/Grade change to begin. The department’s grade change approver will receive an email prompting them to review and approve a grade change in SOLUS. They have 48 business hours to approve the grade change, or it gets sent to the grade change delegate. Once either the approver or delegate approves, it gets sent to the Faculty office for final approval and posting to transcripts.

If more than one term has passed since the class ended, the grade change needs to be submitted by the departmental undergraduate assistant (initiator role) as an appeal grade change. The process is the same, they only need to choose appeal grade change instead of grade change in the drop-down menu.

*Instructors cannot initiate appeal grade changes.

Additional information about grading can be found on the Staff and Faculty website.