Memo

TO: All Staff & Faculty, Faculty of Arts and Science

FROM: Libby Hearn, Faculty of Arts and Science

DATE: September 7, 2023

SUBJECT: Submitting Final Grades for Fall 2023 Undergraduate Courses

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DEADLINES FOR SUBMITTING GRADES

- If there is no final exam or work due after the end of classes: Friday December 15, 2023
- If the final exam is written or the final assignment is due during the final assessment period: 10 days after the exam is written or the assignment is due
- Final deadline that all grades are to be submitted and approved by the Dept. Head: Tuesday January 9, 2024, by noon
- Grades posted to student transcripts: Friday January 12, 2024

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GRADE SUBMISSION PROCESS

Submitting Grades through PeopleSoft

Final grades in the fall term (A) of full-year classes have already been assigned in batch as NG (Not Graded) on student transcripts. 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 and approved. 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 that mid-year grades submitted to PeopleSoft as percentage grades will not be converted to letter grades automatically. Therefore, the 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 the Department Head can approve them.

**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.

**Grade Changes**
If you need to change a grade after the grade roster is submitted, you can now do this through the electronic grade change system. More information can be found [here](#).

If more than a term has passed since the class ended, grade changes can still be submitted the usual way, but the grade change will be put on hold and the student will be asked to submit a petition to extend an IN grade. The grade change will proceed once the petition team has approved the request.

**Grade Tutorials and help**
For tutorials and information on grading including the Faculty of Arts and Science grading policy, please visit the faculty’s website [Staff and Faculty page](#).

Need help? - For any questions related to grades or grade changes, please contact Libby Hearn, Manager of Academic Operations.

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**GRADE DEADLINES AND DEFERRED EXAMS**

The Exams office will hold centrally administered deferred exams for fall term from **January 11-14, 2024**. Please ensure you read all communications sent from the Exams office as they will contain important deadlines for instructors to submit their deferred student lists so they can coordinate the exams. Late requests will not be considered by the exam office and will result in instructors coordinating their own exams and accommodations.

There is no specific grade submission deadline associated with deferred exams. We ask that you submit grades as soon as possible after the exam is complete, keeping in mind that January 19th is the last day that students can add or drop winter term classes that may be impacted by fall term grades if pre-requisites are required.