



FACULTY OF ARTS AND SCIENCE

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Memo

To: All Staff and Faculty, Faculty of Arts & Science, Queen's University
From: The Faculty of Arts and Science, Student Services
Date: February 10, 2023
Re: **Submitting Winter term 2023 Grades**

DEADLINES FOR SUBMITTING WINTER TERM GRADES

If there is no final work or exam due after the end of classes	Tuesday April 18, 2023
If a final exam or written assignment is due during the April exam schedule	10 calendar days after the exam is written or the assignment is due
FINAL deadline – All grades need to be submitted and approved by the Department Head	Wednesday May 10, 2023, at noon
Grades posted to student transcripts	Friday May 12, 2023

SPRING DEGREE LIST CANDIDATES

Last day for grade changes affecting Spring degree candidates	Monday May 15, 2023
FINAL deadline – for grade changes for the student to be a late addition to the degree list	Friday May 26, 2023

If you are using the final deadline, please check the degree candidate box on your grade change request so approval will be prioritized and processed without delay.

For specific questions relating to degree list candidates, please contact:
Karen Scanlan, Degree Coordinator at asc.degree@queensu.ca

ADDITIONAL INFORMATION

Deferred exam dates for winter term exams

The Exams office will hold centrally administered deferred exams for winter term from **May 11 to 14, 2023**. 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.

Incomplete (IN) grades from Fall 2022

Please note that IN grades from Fall 2022 will expire on April 30, 2023 and will automatically convert to an "F" grade. Please ensure that students submit their outstanding work and instructors change the mark using the electronic grade change system by this date. Students expecting to convocate in Spring 2023, must have IN grades updated and approved no later than May 15, 2023, to ensure they are on the degree list.

Processing and entering grade Changes

The Faculty office no longer accepts paper change of grade forms. Please follow this [link](#) for more information on entering grades and submitting grade changes through the Peoplesoft electronic grade change system.

Grading information

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.