Memo

TO  
All Staff & Faculty, Faculty of Arts and Science

FROM  
Libby Hearn, Faculty of Arts and Science

DATE  
September 20, 2022

SUBJECT  
Submitting Final Grades for Fall 2022 Undergraduate Courses

1. DEADLINES FOR SUBMITTING GRADES

- Regardless of assessment method
  All final grades are due:  
  Thursday 5 January 2023 by 12:00 noon

- Grades posted to official transcripts  
  Thursday 12 January 2023

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 that 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.

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.
2. **SPECIAL NOTES ON GRADE CHANGES**

If you need to change a grade after the grade roster is submitted, you can now do this in SOLUS. More information can be found [here](#).

Paper grade change forms are no longer being used. If you are having issues with the electronic grade change system in SOLUS, please contact the Faculty office.

During the term after a class ends, any instructor or Departmental Assistant can initiate a grade change in SOLUS. Navigate to Curriculum Management/Grading/Grade Change to begin. The department’s grade change approver will receive an e-mail informing them there is a grade change to approve in SOLUS.

If more than a term has passed since the class ended, the grade change needs to be submitted as an “appeal grade change” in SOLUS. Undergraduate assistants (initiators), but not instructors, can submit these appeal grade changes.

*Additional information about Grading is available on the Staff & Faculty website: [https://www.queensu.ca/artsci/staff-and-faculty/teaching/grading](https://www.queensu.ca/artsci/staff-and-faculty/teaching/grading)*

For specific questions, contact:

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