

UNIVERSITY OF MANITOBA

Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work (including all revisions as of September 2015)

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THE UNIVERSITY OF MANITOBA

Faculty of Arts Regulations for the Academic Evaluation of Undergraduate Student Course Work

PART A: INTRODUCTION (*On the different responsibilities of the whole Faculty and the individual Departments*):

The regulations for the academic evaluation of undergraduate student course work which follow are based on four general considerations. One is that the making of a substantial number of such regulations is best done by Department Councils. In this way, the regulations can reflect the differences in subject matter, programs, and supporting pedagogic methods characteristic of the different Departments in Arts. The second is that the determination of the nature of the academic evaluation of student course work and the criteria and standards of evaluation to be used is, in the main, a jurisdiction and responsibility of the Department Council. The responsibility of instructors and examiners is to teach and evaluate student course work within the framework determined by their Department Councils. Instructors and examiners do, nonetheless, have certain significant rights that Department Heads and Department Councils must observe. The third consideration is that experimental pedagogy should be encouraged by Department Councils, but care must be taken to ensure that students do not suffer from poorly conceived experiments. This consideration, like the first, points towards keeping faculty-level regulations on the academic evaluation of student course work to a minimum. The last consideration is that standardization of certain matters pertaining to the academic evaluation of student course work across Departments is necessary if students are not to be confused and are to be treated properly and equitably.

PART B: DEFINITIONS

The Final Examination Period: As specified annually in the Academic Schedule. (There are three such periods each year - during December, April and early May, and the summer months.)

The Last Day of Classes: For a fall term course, the last official day of classes in the fall term as specified in the Academic Schedule; for a spring term or full course, the last official day of classes in the spring term as specified in the Academic Schedule; and for courses in the Summer Session, the last official meeting of the course as specified in the Summer Session Calendar.

Term Test: Test or examination given on or before the last day of classes.

Final Examination: Test or examination scheduled to be either written or (in the case of take-home final examinations) handed in during the final examination period that follows the last day of classes.

Class: A single-sectioned course or a section of a multi-sectioned course.

Course Work: All the work required of students in a class, including, possibly, essays and other written work, oral work, term tests, laboratory work, and a final examination.

Term Work: Course work other than the final examination.

Final Grades: The eight letter grades: A+, A, B+, B, C+, C, D, and F, plus the three procedural grades: 'I' (for "incomplete term work") accompanied by a letter grade; 'NP' (for "no final examination paper received") accompanied by a letter grade; and 'I & NP' (for "incomplete term work and no final examination paper received") accompanied by a letter grade, reported by the Department to the Dean's and Registrar's Office at the end of the examination period.

The Instructor: The person, not necessarily a full-time faculty member, officially designated by the Department Head to teach a class. If a number of persons are so designated for a given class, the instructor shall be the group of such persons.

Review and Approve Proposed Final Grades: Ascertain on what basis the proposed final grades were computed, and judge the proposed final grades and the bases on which they were computed to be consistent with the relevant Senate, Faculty Council of Arts, and Department Council regulations and not clearly improper or in error.

The Examiner: The person, not necessarily the instructor, officially designated by the Department Head to determine, set, and grade the required course work for a class and propose final grades for the class. If a number of persons are designated to perform some or all of these functions for a given class, the examiner shall be the group of such persons.

The Last Meeting of the Class: The last officially scheduled meeting of the class, not necessarily taking place on the last day of classes.

Faculty Council: The Faculty Council of Arts.

The Dean, the Dean's Office, etc.: The Dean of Arts, the Office of the Dean of Arts, etc.

Debarment: Compulsory withdrawal from a course (including classes, the use of laboratory, and the final examination).

PART C: PREAMBLE

1. The regulations of Parts D and E below are supplementary to regulations on the academic evaluation of student course work passed from time to time by the Senate for the whole University. The current Senate regulations are appended hereto. Some, but not all, of the content of the current Senate regulations have been incorporated into the regulations of Parts D and E below. The various sets of regulations must be consulted by instructors, examiners, and students.
2. The regulations of Parts D and E below apply to the academic evaluation of student course work in undergraduate courses, general or honours, and including distance education courses, of the Faculty of Arts given for degree credit in Regular or Summer Session. The regulations do not apply to the academic evaluation of student course work in courses in the Faculty of Graduate Studies.

PART D: GENERAL

1. In conformity with current Senate and Faculty Council regulations pertaining to the academic evaluation of student course work, each Department Council may approve additional regulations pertaining to the same matter for the courses and sections of courses offered by the Department in Regular (Fall/Winter Terms) and Summer Sessions, subject to the following constraints which must be observed by Department Heads and Department Councils:
 - (a) The instructor of a class, if a full-time or part-time faculty member of the Faculty of Arts, may, if desired, be the sole examiner of the class. In particular, such an instructor may opt out of committee marking whereby others grade the final examination of the students in class, in which case the instructor must grade the final examinations of the students.
 - (b) Except for sections of a multi-sectioned course that have different examiners for at least some of the sections, the examiner of a class, if a full-time or part-time faculty member of the Faculty of Arts, may determine whether or not there shall be a final examination, and what weight, compatible with current Senate and Faculty Council regulations on the Academic evaluation of student course work, it shall have.
 - (c) Except for sections of a multi-sectioned course that have different examiners for at least some of the sections, the examiner of a class, if a full-time or part-time member of the Faculty of Arts, may choose, compatible with current Senate, Faculty Council, and Department Council regulations on the academic evaluation of student course work, what items of term work permitted by the Department Council to require of the class and what weights to assign to the items chosen.
2. Provided that D.1. above is not contravened, each Department Council may, in conformity with current Senate and Faculty Council regulations pertaining to the academic evaluation of student course work, determine by regulations or otherwise what methods of student evaluation may be used in the courses and sections of courses offered by the Department, including whether or not final exams are required, what kinds of final examinations are permitted, what kinds of term work are permitted, what kinds of term work are mandatory and under what circumstances, how much of the final grade may be determined by final exams of given kind and by various kinds of permitted term work, and in general, any other related matters for which there should be, in the opinion of the Department Council, Department Council approval.
3. Provided that D.1. above is not contravened, each Department Council must take whatever steps it deems appropriate to ensure that grading criteria and standards, as well as the total work-load required of students, are comparable in similar courses and in the sections of a multi-sectioned course.
4. Provided that D.1. above is not contravened, each Department Council must approve whatever policy relating to plagiarism and penalties therefore it deems appropriate.
 - (a.) All Faculty of Arts course outlines must include at minimum a standard sentence approved by the Dean of Arts referring to the Faculty's website which will provide detailed information on the issues and possible range of penalties for Academic Dishonesty.

5. Each Department Council shall strike a standing committee, to be called the Final Grades Review Committee, consisting, at the discretion of the Department Council, of either the Head alone or the head ex officio and one or more other faculty members of the Department, the number to be determined by the Department Council, elected by the Department Council, that shall have the power to both review and approve all proposed final grades connected with undergraduate courses offered by the Department before they are released electronically via Aurora Self-Serve. Such power shall include reviewing and approving the proposed changing of already posted procedural final grades as well as reviewing and approving the proposed changing of erroneous final grades already posted, but shall not include review or approving the changing of final grades as decided by the Appeals Committee of the Department Council. (See #6 below.) The Final Grades Review Committee must review and approve all proposed final grades (including procedural final grades) connected with any multi-sectioned undergraduate course having different examiners for at least some of the sections. At the discretion of the Department Council, proposed final grades connected with other undergraduate courses offered by the Department may be required to be reviewed and approved by the Final Grades Review Committee. If the Final Grades Review Committee believes that proposed final grades should be changed, it must, if possible, discuss the matter with the examiner. The Committee may change an examiner's proposed final grades if the examiner consents. An examiner's proposed final grades may be changed at the department level without the examiner's consent by the Department Council at a duly called meeting. Such changes may be made by the Department Council only if an examiner's proposed final grades are deemed to be contrary to current regulations of the Senate, the Faculty Council or the Department Council or clearly improper or in error. For purposes of changing an examiner's final grades without the examiner's consent, the Head of the Department shall be empowered to call meetings of the Department Council on twenty-four hours notice. Compatible with current Senate and Faculty Council regulations on the academic evaluation of student course work, the Department Council may lay down additional regulations to govern the work of the Final Grades Review Committee.
6. Each Department Council shall set up a standing committee to be called the Appeals Committee, which shall consist of the Head ex officio and one or more other members of the Department Council, the number to be determined by the Department Council, elected by the Department Council. The committee shall receive and arrange for the hearing, investigating, considering, and deciding of student appeals against final grades, grades received on term work, and such other matters as the Department Council shall determine. Appeals against final grades must be initiated by the student as prescribed in Senate Regulations, and the appeal must be handled by the committee in conformity with those regulations. Compatible with current Senate and Faculty Council regulations on the academic evaluation of student course work, the Department Council may lay down additional regulations to govern the work of the Appeals Committee.
7. Senate, Faculty Council, and Department Council regulations on the academic evaluation of student course work shall be observed by all instructors and examiners of Arts undergraduate classes. The responsibility for ensuring conformity with the regulations and taking appropriate action should there be a violation of the regulations shall rest with the Head of the Department and the Dean. The Head of the Department and the Dean shall have the responsibility for ensuring that Department Councils conform with Senate and Faculty Council regulations on the academic evaluation of student course work. The Head and the Dean have the general supervisory responsibility of ensuring that the instruction and the academic evaluation of student course work in the undergraduate classes of the Department are properly conducted by the instructors and examiners of the Department.

PART E: SPECIFIC

The following specific regulations of the Faculty Council shall be observed by all instructors and examiners of undergraduate classes in Arts and may not be altered by Department Councils.

I. Method of Student Evaluation

1. In the first week of class [first five working days], the instructor shall, in conformity with current Senate, Faculty Council, and Department Council regulations, specify in class the required course work for the class with the approximate weights each item shall have in determining the final grade. The instructor must conform to the specification once given, but may alter it, in conformity with the other Senate, Faculty Council, and Department Council regulations, with the consent of the Department Head. The instructor must inform the students as soon as possible of the altered method of evaluation.
 - (a.) Information regarding the breakdown of grades assigned to a student in a given course [i.e., grades assigned for term work, class participation, final examinations, etc.] must be retained by the instructor and/or the respective department for three years following the end of term in which the course was taken.
2. No single evaluation based on work★ given and tested during a single class period (e.g., term tests) may count for more than 40% of the final grade.

★ This term is to be used in its broadest context to include such activities as participation, attendance, punctuality, etc.
3. No evaluation based on work given and tested during the final examination period may count for more than 60% of the final grade.
4. Normally no single evaluation based on work accomplished outside of class or the final examination (e.g., take-home tests, term papers, individual research and field work) may count for more than 80% of the final grade. That is, there must normally be at least two term papers or one term paper and a test or one term paper and a separate field evaluation, etc. Exceptions to the foregoing regulation must have the written approval of the Head. The Head may delegate this authority to a standing committee of the Department.
5. No **test or tests** with an aggregate value of more than 20% of the total value of the course **shall** take place:
 - (a) during the 14 calendar days ending with the last day of class in either **Fall Term or Winter Term**, as defined in the Academic Calendar;
 - (b) **during the 14 calendar days ending with the last scheduled day of any Distance Education course published in the Aurora Class Schedule listing;**
 - (c) during the last two classes of:
 - **May/June Evening courses**
 - **May/August Evening courses**
 - **June/August Evening courses**
 - (d) During the last three classes for:
 - **May Day courses**

- **June Day courses**
- **July Day courses**
- **August Day courses**
- **May/June Day courses**
- **July/August Day courses**

No new components of evaluation may be announced during the periods of time defined above in a), b), c), and d).

6. The instructor or the examiner of a class shall personally grade at least 50% of the required course work that is not objective in character (i.e., that requires judgment on the part of the grader). The examiner of a class is responsible for all the grading done in the class, whether done by the examiner or others.

7. Term Work

(a) All term work submitted on time shall be evaluated and the results made available to the student as soon as possible, bearing in mind that students need this information to make appropriate decisions.

(b) Procedures for a student to appeal a grade given for term work

A student who wishes to appeal a grade given for a piece of term work is normally allowed 10 working days (starting with the day on which the grade was communicated or made available to the student, and ending with the day on which the completed application form is submitted to the relevant Department) to make such an appeal, which is to be done in accordance with the following procedures.

(1) The student is expected to discuss matters relating to the grade with the instructor prior to submitting a formal, i.e., written appeal.

(2) Having decided to submit a formal appeal, the student is to obtain the necessary 'Application for Appealing a Grade Given for Term Work' form from the General Office of the Department that offers the course, complete the relevant section of that form, and take it to The University of Manitoba Comptroller's Office and pay the required fee.

(3) Having paid this fee, the student is to return to the General Office of the Department offering the course, and submit both this completed application form and the original term work (where applicable). The Department is to date and sign this form as having been submitted, and give the student a copy of the signed form.

(c) Procedures for a Department to hear an appeal and report its decision

(1) A Department is normally allowed 15 working days (starting from the day on which the completed application form was submitted to the Department by the student) to arrive at its decision and forward the results to the student. (In the case of term work returned to the student very late in the course, the Department is urged to handle the appeal more quickly).

- (2) The appeal is to be considered by the Department's Appeals Committee (as provided for above, in Section 6 of Part D). When the Committee has reached its decision, the requisite section on the application form is to be filled in, with the required signatures. A copy of this is to be mailed to the student, with the instructor also being sent a copy; the original is to stay in the Departmental files.
- (d) In the case of a student appealing a final grade in a course in accordance with University of Manitoba Final Grades Procedures no term work on which the grade had already been appealed under the provisions of the present Faculty of Arts policy could form part of that appeal against the final grade in such a way as to require this term work to be re-assessed.
8. On final examination papers (as on term test papers) the weight of each question and the name of the instructor or the examiner of the class must be clearly indicated. In addition, on every take-home final examination paper the deadline for return, as well as the name(s) and office location(s) of the person(s) to whom the examination is to be returned, must be clearly indicated.
9. No student will be permitted to submit term work for assessment to the instructor (and term work should not be returned to students) by any means which allows unrestricted and unauthorized public access to the term work. For example, term paper, term tests or other written assignments should not be received or returned from a box outside the instructor's office door, but a student could provide a self-addressed stamped envelope for return of the work.
10. Unreturned term work must be kept in a secure and confidential department area for a minimum of four (4) months following the end of the course and until destroyed by confidential measures. The final day of the University's Final Examination period each term is considered as the last day of the term. Instructors shall include on their course outlines a statement to the effect that unreturned term work will become the property of the Faculty of Arts and will be subject to confidential destruction.
11. Debarment from a course, student discipline, and appeals thereof, shall be in accordance with the University's current policy on Student Discipline¹. Debarment from a course shall mean expulsion from the course, and in particular, if debarred from a course, a student may not attend lectures, seminars, or laboratories associated with the course and may not submit course work or sit for any test or examination associated with the course.

A student may be debarred from a course on grounds which include (but are not exhausted by) the following: academic dishonesty, disrupting the class for which the student is registered, unexcused absence from the class for which the student is registered exceeding a number of class meetings announced through a class handout in the first two weeks of class by the instructor, and unexcused failure to fulfil the term work requirements of the class for which the student is registered.

Debarments from a course given by exactly one Department shall be authorized by the Department Head of the department offering the course after consultation with the Dean of Arts.

¹See "The University of Manitoba Student Discipline By-Law" adopted by the Board of Governors, February 23, 1978. Revised: October 22, 1986; November 19, 1992, **September 16, 2008**.

Debarments from a course not given by exactly one department shall be authorized by the Dean of Arts.

After consultation with the Dean of Arts, Department Heads shall authorize debarment from a course by sending a registered letter to the student stating that as of a specified effective date (the date of the student behaviour that prompted consideration of debarment) the student is debarred from the course. (A copy must be sent by the Department Head to the Dean of Arts who will notify the student's Dean and after the waiting period for appeals has elapsed, will officially notify the Director of Registrar's if action is to be taken against the student.)

A student shall not be permitted to voluntarily withdraw on or after the effective date of debarment specified in the registered letter of debarment sent to the student unless permission to do so is granted by the Dean of Arts, or the student has successfully appealed the decision and the deadline for voluntary withdrawal for the course has not passed. Debarment shall be recorded on student histories as RW (for 'required withdrawal'). Debarment from a course shall not be associated with any final grade or loss of a course attempt provided debarment took place on or before the last day for voluntary withdrawal from the course. Debarment from a course after the last day of voluntary withdrawal from the course may, at the discretion of the instructor and the Dean of Arts, result in a final letter grade of 'F' with a 'DISC' (disciplinary) comment.

Normally students debarred from a course shall not for that reason be denied re-registration when the course is next offered.

II. Scheduling and Administering Term Tests and Final Examinations

1. Term tests must be given in regular class hours (except for those given in the December examination period). In exceptional circumstances only, the scheduling of term tests outside of regular class hours may be permitted with the agreement of the Department Head or Program Coordinator and an Associate Dean, Undergraduate. If a term test is to be given out of regular class hours, it must be scheduled so that it does not conflict with already scheduled classes that any student in the class is expected to attend or with already scheduled term tests or examinations that any student in the class is expected to write.
2. Tests or examinations may not be scheduled between the last day of classes and the beginning of the final examination period that follows the last day of classes, except with the permission of the Dean.
3. Except for take-home final examinations and honours courses, all final examinations for classes exceeding twenty students must be scheduled by the Registrar's Office. At the discretion of the examiner and the Head, final examinations for general program classes exceeding twenty students may be administered by the Registrar's Office or the Department. (But see 5, 8 and 9 below.)
4. At the discretion of the examiner and the Head, final examinations for honours classes and general program classes of twenty or fewer students may be scheduled and administered by the Registrar's Office, scheduled by the Registrar's Office and Administered by the Department, or scheduled and administered by the Department. (But see 5 - 9 below.)
5. When a final examination is to be administered by a Department, the Department is responsible for ensuring that appropriate physical space and facilities are available and reserved. When a

final examination is to be administered by a Department, the instructor of the class or someone authorized by the Department Head shall invigilate the examination.

6. Departments scheduling final examinations must ensure that the examinations so scheduled do not create conflicts for any students with the final examinations that have or will be scheduled by the Registrar's Office or with tests or examinations that have been scheduled by other Faculties, Schools, Departments, or academic units of the University.
7. Final examinations may be at most three hours in duration. Final examinations administered by the Registrar's Office must be one, two or three hours in duration.
8. When a final examination is to be administered by a department, an attendance signature roll must be taken by the invigilator, filed in the Department Office, and retained for twelve months.
9. A week before the end of classes in each term and in Summer Session and on a form provided by the Dean's Office, the Department Head or any Department that is itself scheduling or administering final examinations must report the relevant particulars (date, time, room location, length of the final examination, instructor's name, etc.) for each such examination to the Dean's Office for purposes of answering enquiries, directing students, and determining whether or not students are eligible for a deferred final examination.

III. Lates and Absences Pertaining to Final Examinations and Term Tests; Deferred Final Examinations

1. Students who are late for a final examination administered by the Registrar's Office and are not allowed to enter the room should report immediately to his/her Office of the Dean to discuss possible alternatives. Students who are late for a final examination administered by a Department and not allowed to enter the examination room should report immediately to the Department Office. If they so report during the writing of the examination and if the Department Office is open, the Department Head at his/her discretion may arrange for the student to write the examination at the time of reporting. In this case, if permission to write the final examination at the time of reporting was granted, the student's final examination will be treated as if the student had written the final examination when originally scheduled provided that the examiner so rules. If the Registrar's Office or Department Head refuses to allow the student to write the examination at the time of reporting, or the Department Office is not open or not staffed when the student reports, the student may apply for deferred final examination status, and regulations E III, 2, 3 and 4 below shall apply.
2. If a student fails to write or hand in the required final examination for a class for which he/she is registered and if the student believes he/she has an acceptable excuse, he/she should immediately contact the Office of his/her Dean or Director and apply for deferred final examination status in the course; in any event, application for deferred final examination status in a course must **normally** be filed within 48 hours of the scheduled date of the missed examination or in the case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed. In making application for deferred final examination status in a course the student must present either a medical statement signed by a doctor or some other appropriate signed statement attesting to the student's inability to write or hand in the final examination when scheduled, and if possible, indicating the likely duration of any continuing disability. Based on the evidence presented, the student's Dean or Director shall decide whether or not to approve the application.

3. Unless a longer period of time is specified on the University deferred examination form by the student's Dean or Director, the term of deferred final examination status for a course arising from a given final examination period shall expire at the end of the corresponding final examination period the following year. If a student fails to write or hand in a deferred final examination when scheduled and if he/she believes he/she has an acceptable excuse, he/she may, in accordance with all the provisions of E III 2, 3 and 4, apply a second time to his/her Dean or Director for deferred final examination status in the course. Normally not more than two applications for deferred final examination status in any course (whether repeated or not) will be approved by the Dean of Arts. Deans and Directors of other faculties and schools will be asked to apply the same rule in the case of those of their students applying for a deferred final examination status in undergraduate Arts courses. If the student fails to write or hand in the second deferred final examination when scheduled, the student may request a voluntary withdrawal status for the course provided that such status is requested from the Dean of Arts within three weeks of the scheduled date of writing or handing in the deferred final examination and provided that he/she has an acceptable excuse for failing to write or hand in the examination when scheduled; otherwise, the student shall be viewed as having failed the final examination.
4. Students who fail to write or hand in a final examination when scheduled because they misread or misremembered their final examination timetable should contact the office of their Dean or Director as soon as their error has been discovered and in any event not later than 48 hours after the scheduled date of the final examination, and make application for deferred final examination status in the course. The student's Dean or Director, at his/her discretion, may accept the excuse offered and approve the application. The Dean of Arts will not approve an application for deferred final examination status in a course based on the excuse of misreading or misremembering the final examination timetable more than once for any student registered in Arts. Deans and Directors of other faculties and schools will be asked to apply the same rule in the case of those of their students applying for deferred final examination status in undergraduate Arts courses.
5. Whenever a student is granted deferred final examination status in a course, the final grade(s) subsequently recorded by the Department shall include the credit received for term work submitted on time during classes (or during the allowed maximum extension period for incompletes if an incomplete was also granted).
6. Students who are late for or fail to write a term test and who in the opinion of the instructor have an acceptable excuse may be excused from the test, or allowed to write a make-up test, without penalty.
7. Students who, because of religious obligations, are unable to write a term test shall be excused from the test, or allowed to write a make-up test, without penalty. In the case of a scheduled term test, such students are required to give reasonable notice to the instructor prior to the term test. In the case of unscheduled term tests, the student must contact the instructor as soon as he/she is able to resume classes.

IV. Final Grades

1. Grades must be reported electronically via AURORA Self-Serve by means of either of the following two ways:
 - (a) simply assigning one of the eight letter grades: A+, A, B+, B, C+, C, D, or F only; or

- (b) assigning one of the three procedural grades accompanied by a letter grade: 'I' (for 'incomplete term work') accompanied by a letter grade; 'NP' (for 'no final examination paper received') accompanied by a letter grade; or 'I & NP' (for 'incomplete term work and no final examination paper received') accompanied by a letter grade.
2. The letter 'I' must be used if, and only if, the student has failed to hand in all (or a sufficient portion as judged by the examiner) of the required term work on time, has requested on or before the last day of classes that he/she be considered for an incomplete, and has been granted an extension to complete the work. The letters 'NP' must be used if, and only if, a final examination was required but the examiner did not receive the student's final examination paper.
3. The letter grade accompanying 'I' or 'NP' or 'I & NP' must express the grade the student would receive for the course if he/she were, without excuse, to fail to complete or make up any of the unfinished course work.
4. When the student is assigned an 'I' but not an 'NP'
- (a) The student who was unable to complete the term work prescribed in the course may apply through his/her instructor prior to the end of classes for an extension to complete the term work. If the instructor agrees, the usual form for this purpose should be forwarded to the Department Head and the Dean of Arts, requesting that this extension be granted; it should give the reason(s) for consideration being given, a description of the outstanding term work, and the date by which that work must be submitted. The following maximum extensions are allowed:
- | | |
|--------------------------------|------------|
| for courses ending in April | August 1 |
| for courses ending in August | December 1 |
| for courses ending in December | April 1 |
- When special circumstances warrant, the Dean of Arts may extend the date by which an Incomplete must be cleared. Instructors must formally request such an extension prior to the elapse of the maximum deadline date. In addition, the Registrar's Office must be notified of the extension.
- (b) If this extension is approved, then the instructor shall calculate the temporary grade, taking into account the results of the final examination (if one was required) and the value of the completed term work, while assuming a zero for the uncompleted term work. This letter grade, followed by the letter 'I', shall be recorded (If, however, the request for an extension is not approved, this same letter grade should be recorded, but without being accompanied by an 'I'.)
- (c) Within two weeks after the deadline for submitting the uncompleted term work the instructor shall submit through the Department the student's final letter grade (with no 'I' accompanying it even if the student did not actually turn in the uncompleted term work). In no case will either the completion, or the non-completion, of the term work result in the grade being lowered.
5. When the student is assigned an 'NP' but not an 'I'
- (a) A student who (after completing the term work, or after not applying for—or not being granted—an extension to complete term work) does not hand in a required final

examination paper will receive (on the regular grade sheet for the whole class) an 'NP' following the grade that would have been awarded if the student had written the final examination but had received a zero on it.

- (b) If such a student does not apply for a deferred examination, or if he/she does apply but the student's Dean or Director does not approve the application, the grade originally submitted will automatically become the final grade, and the 'NP' will remain permanently on the student's record.
- (c) If, however, such a student does apply for and is granted a deferred examination, the Department Head, in consultation with the instructor, may either grant the student standing in the course without a final examination, in which case the student's final grade in the course must be a letter grade not lower than the grade previously accompanying the 'NP', or require a final examination, in which case the Head, in consultation with the instructor, must schedule the deferred examination during the term of the student's deferred final examination status in the course. If the student writes and hands in the deferred final examination when scheduled, a letter grade, based on the term work handed in on time and the result of the final examination, and in no case lower than the grade originally handed in accompanied by the 'NP' shall be reported through the Department within two weeks after the deadline for holding the deferred examination. If, however, the student does not in fact write and hand in the deferred examination when scheduled, the grade originally submitted will become the final grade, and the 'NP' will be reported again through the Department and shall remain permanently on the student record.

6. When a student is assigned both an 'I' and an 'NP'

- (a) A student who is granted an extension to complete term work (by the procedure mentioned above), and then does not write and hand in a required final examination, will be given (on the regular sheet for the whole class) an 'I' and an 'NP' following the grade that he/she would have been awarded had a zero been received on the uncompleted term work and the final examination.
- (b) If such a student does not apply for a deferred final examination, or does apply but the application is not approved, then within two weeks after the deadline for submitting the uncompleted term work the instructor shall submit through the Department the student's final letter grade accompanied by an 'NP' but not accompanied by an 'I' (even if the student did not actually turn in the uncompleted term work). In no case will either the completion, or the non-completion, of the term work, or not being granted a deferred examination, result in the grade being lowered.
- (c) If, however, such a student applies for and receives permission for a deferred final examination, then no additional grade should be submitted by the instructor until after both deadlines, (for the submission of uncompleted term work and for taking the deferred final examination), have passed. Then within two weeks after the passing of the later of these two deadlines, the instructor shall submit through the Department the student's final letter grade, taking into account both the results on the uncompleted term work (if in fact it was submitted) and the results on the deferred examination (if in fact it was written and handed in). If the student did not in fact write and hand in the deferred final examination, the instructor shall submit a final letter grade including an 'NP' (to indicate the deferred

examination was not written). In no case will the final letter grade be lower than that submitted originally.

7. Final grades required by Faculty Council or Department Council regulations to be reviewed and approved by the Final Grades Review Committee (see part D, #5 above) must be submitted to the Committee in accordance with deadlines determined by the Department Head and before being released via AURORA Self-Serve.
8. If an examiner either refuses or fails to submit proposed final grades to the Final Grades Review Committee as required by Faculty Council or Department Council regulations and in accordance with the deadlines for submission to the Committee determined by the Department Head or refuses or fails to submit final grades to the Registrar's Office via AURORA Self-Serve in accordance with the deadlines for submission determined by the Registrar's Office, the Department Head may take whatever action deemed appropriate to rectify the situation. To take action to rectify such a situation, the Department Head may call a meeting of the Department Council on twenty-four hours' notice.
9. After an examiner's proposed final grades have been reviewed and approved by the Final Grades Review Committee (where such is required by either Faculty Council or Department Council regulations), the final grade(s) plus a procedural final grade as appropriate will be released via AURORA Self-Serve. The examiner's proposed final grade (and the procedural final grade forms for incompletes, if not submitted earlier, with all copies attached) must be submitted via AURORA Self-Serve to the Department Head in accordance with deadlines specified by the Head. The Department Head must sign each procedural final grade form for incompletes; his/her signature, however, indicates merely information received, not approval. The Department Head must then distribute the copies of procedural final grade forms for incompletes, as directed thereon.
10. To report changes in final grades already reported, except when the student has appealed the final grade, the appropriate form for reporting changes in final grades already reported must be used. If the change is made by the examiner, the form must be filled in and signed by the examiner and sent to the Department Head who shall decide whether or not to approve the change. If the change is proposed by the Department Council or Appeals Committee, the form shall be filled out by the chair thereof and signed and sent to the Head who must sign the form, indicating thereby merely information received, not approval. All student appeals of final grades must be initiated through the Registrar's Office. Changes in procedural final grades resulting from a student appeal of a final grade must be reported on the Appeal of Assigned Final Grade Form available from Registrar's Office.
11. An examiner's proposed final grades are not to be released to students until the grades have been reviewed and approved by the Final Grades Review Committee (where such is required by Faculty Council or Department Council regulations). To protect the confidentiality of students' personal and private information an instructor may not share or post lists of student grades (i.e., grades for assignments, tests or final examinations) electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis. Departments must make clear to students that final grades released by the examiner before release by the Registrar's Office are not official and could be subject to change.
12. The letter grade component of procedural final grades may be used in the calculation of the GPA appearing on student histories, and the credit hours for courses for which procedural final grades have been reported may be used in the calculation of credit hour totals, appearing on student

histories. A student with procedural final grades on his/her student history may graduate with a General, Advanced, Honors or BAIS degree provided that the letter grades accompanying such procedural final grades and the rest of his/her academic record satisfy the requirements for graduation. Students with procedural final grades on their student histories are eligible for inclusion on the Dean's Honor List and for student awards administered by the Faculty of Arts. The Dean's Honor List for a given academic-term will be revised as procedural final grades are converted to letter grades.

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