



## End of Term Processing

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### Grading

- Grades are loaded by faculty or department staff using the Faculty Service or Faculty Support Services menus in Aurora Student Self Service.
- If applicable, Final Grades are approved by the department, also using Faculty Support Services menu.
- Grades are rolled into academic history every night, repeat rules are applied and GPAs are calculated.
- Once the last date to submit Final Grades has passed, the remaining parts of EOT Processing begin.

### Repeat Rule and GPA Calculations

- The repeat rule is applied automatically according to Faculty rules to students who have repeated a course or its equivalent.
- CGPA and TGPA are continuously calculated and updated within the system, while DGPA can be freshly generated in Aurora Student INB as needed.

### Academic Assessment

- Academic Assessment is run once per term after the last Final Grade submission deadline.
- Some faculties have an automated academic assessment and some faculties have a manual academic assessment where students end as they begin (the assessment for the current term is the same as the previous term). Regardless of the assessment type, faculties should review the Assessment Pending reports for their students at the end of each term and make changes in Aurora as necessary.

### Dean's Honour List

- The Dean's Honour List (DL) is run once a term after the last Final Grade submission deadline. Fall DL is also run at the end of winter term to allow students with term spanning courses to be considered.

### In Progress Grade

- The In Progress (IP) process is run at the end of term to assign "IP – In Progress" grades to all courses that do not have grades by the last Final Grade submission deadline. This allows the repeat rules to be run in a timely manner at the end of the term.
- Each faculty will receive IP Reports that identify all outstanding grades for follow-up with the departments offering the course.

### **Late Grade Submission**

- Late grades are submitted electronically in an excel spreadsheet once they have been approved by the department offering the course.
- The grade submitted via this spreadsheet will replace the IP grade in the student's academic history and will have a grade change reason of LG – Late Grade Submitted.

### **Late Grade Report**

- The Late Grade Report will be sent to faculties periodically. The report should be reviewed to determine if students' Academic Assessment or Dean's Honour List eligibility has changed with the inclusion of the Late Grade. The faculty office should update the academic standing as appropriate.

### **Incomplete Grade Comment Processing**

- Students who are granted time extensions for term work will receive a grade in the course with an "I" grade ,or an "I" grade with a No Paper (NP) grade comment for students who also did not write the final exam.
- Courses that remain incomplete after three months, or an alternate date as specified by the instructor, will automatically have the Incomplete Grade replaced with the default Replacement Grade.
- Faculties can track these automatic grade replacements and review students' Academic Assessments as necessary.