



Aurora

**Late Grade Submission
Banner 8**

Scope: Instructors, Departments, and Faculty/School/College Offices

Purpose: Instructions for submitting late grades that are replacing a final grade of IP to the Registrar's Office

When late grades for students who have been assigned the final grade of IP are submitted by the instructor to the department and/or faculty/school/college for approval, the department or faculty will submit these grades to the Registrar's Office. These grades must be submitted using a spreadsheet so that they can be automatically loaded into Aurora. These grades should NOT be changed using the Change of Grade form.

Grades that need to be changed because of deferred exams, grade appeals or errors made may not be submitted by spreadsheet but must be changed by the existing paper submission process, using the Change of Grade form found on the Registrar's Office website.

- The Late Grade Submission process performed by the Registrar's Office requires that this information be in a particular format. Obtain the Late Grade Submission Template from the Registrar's Office website, OR create one of your own that includes the following columns: Term, CRN, Student Number, Grade, and Grade Comment (if needed).

Note: A spreadsheet template is available on the Grading webpage, under Late Grade Submission (http://intranet.umanitoba.ca/student/records/2339.html#Late_Grades), or on the Forms webpage.

- Do not include information for more than one course section in each spreadsheet.
- Enter the information for each of the students in that course section into the spreadsheet columns; this could range from a single student to an entire class list.

Note: Student numbers do not require the leading zeros. The only valid grade comment is "No Paper" and should be entered as "NP". Grades and grade comments can be upper or lower case. Please maintain basic excel sheet formatting (ie. no font changes or colour filling).

- If you are submitting late grades for a **spanned course**, *be sure to include the grade and the CRN for both Part A and Part B in your spreadsheet*. There should be two lines in the spreadsheet for each student listed.
- Attach all of your late grade submission spreadsheets to an e-mail, and send them to lategr@cc.umanitoba.ca.
- These spreadsheets will be collected and processed by the Registrar's Office within a few business days.
- When the Registrar's Office has loaded the grades into Aurora the student's faculty/school /college will be notified so that they may reassess the student's academic standing.

Any final grade that is left as an 'IP' (In Progress) will be changed to an 'F NP' (F – No Paper) four months following the deadline for submission of grades.