

# SUBMISSION OF FINAL GRADES



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| <b>POLICY NUMBER</b>          | ED 03-11           |
| <b>APPROVAL DATE</b>          | June 22, 2015      |
| <b>AUTHORITY</b>              | Senate             |
| <b>CATEGORY</b>               | Educational        |
| <b>PRIMARY CONTACT</b>        | Registrar's office |
| <b>ADMINISTRATIVE CONTACT</b> | (TBD)              |

## POLICY

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The University recognizes that students need to receive their final grades in a timely manner in order to enable them to gain admission to other programs, to commence employment, or to make decisions on educational and career options. Therefore, all final grades for courses will be submitted promptly by the faculty member or Open Learning Faculty Member upon completion of the course requirements. Only grades in the University's grading system (as per policy ED 3-5 Grading Systems) will be considered the official grades and be reported.

## REGULATIONS

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1. Faculty members are required to submit a final grade for each student within 5 business days from the date of the final exam. If there is no scheduled final exam for a course, the final grades must be submitted within 10 business days after the last regular class meeting, but no later than 5 business days after the last exam scheduled by the University for that semester. Exceptions will require approval of the Dean and be reported to the Registrar by the Dean.
2. In the case of courses that are delivered through the Open Learning Division, Open Learning Faculty Members are required to submit grades within 5 business days of their receipt of assignments and exams, in order to facilitate the prompt calculation of the final grade.
3. Letter grades do not become official until they appear on the student's transcript. In order to maintain consistent interpretation of the letter grade definitions set out in ED 3-5 Grading Systems, Faculties, Schools, and Departments reserve the right to correct or adjust unofficial grades, after consultation with the instructor, and with the approval of the Dean or designate.