

## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>FINAL GRADES</b>
<b>Parent Policy:</b>	Final Examinations and Final Grades Policy
<b>Effective Date:</b>	September 1, 2013
<b>Revised Date:</b>	
<b>Review Date:</b>	September 1, 2023
<b>Approving Body:</b>	Senate
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	Vice-President (Academic) and Provost
<b>Delegate:</b>	Vice-Provost (Students)
<b>Contact:</b>	Registrar
<b>Application:</b>	Faculty/School Councils; Department Councils; Students; Employees; Academic Staff and Support Staff

### Part I Reason for Procedure

- 1.1 To set out procedures secondary to the Policy entitled “Final Examinations and Final Grades”, in connection with:
- (a) Final grades;
  - (b) Incomplete grades;
  - (c) Continuing grades;
  - (d) Appeal of final grades; and
  - (e) Grading systems.

## **Part II Procedural Content**

### **Final Grades**

- 2.1 Departments are required, subject to faculty and school regulations, to establish a procedure for the review and approval of final grades prior to submission to the Registrar.
- 2.2 All final grades must be submitted in accordance with the instructions received from the Registrar.
- 2.3 Final grades will be released to students by the Registrar's Office as they are submitted by faculties and schools, except where alternate arrangements have been made between the Dean or Director and the Registrar.
- 2.4 To protect the confidentiality of students' personal and private information, neither faculties, schools, academic units, nor instructors may post or publicly release grades.

### **Incomplete Grades**

- 2.5 A student who is unable to complete the term work prescribed in a course may apply to the instructor, on or before the End Date for the term in which the course is offered (as set out in the Academic Schedule), for consideration of a grade classification of Incomplete.
- 2.6 The student is expected to write the final examination if one is scheduled for the course. It is possible to request a deferred examination based upon the conditions stated in the Deferred and Supplemental Examinations Procedures.
- 2.7 Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work. The grade code reported will consist of the appropriate letter grade following by a space followed by the letter "I".
- 2.8 In addition to the grade, the recommendation should indicate the reason(s) for consideration being given, a description of the outstanding work to be completed, and the date by which the work must be submitted. The following maximum extensions are allowed:
  - (a) for courses terminated in April – August 1<sup>st</sup>
  - (b) for courses terminated in August – December 1<sup>st</sup>
  - (c) for courses terminated in December – April 1<sup>st</sup>

- 2.9 If the final grade is not reported within one month of the extension deadline, the letter “I” will be dropped and the grade remains as awarded. The student’s opportunity to improve the grade will have lapsed.
- 2.10 In no case will the satisfaction of the Incomplete requirements cause a grade to be lowered.
- 2.11 When specific circumstances warrant, Deans or Directors 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.

### **Continuing Grades**

- 2.12 For those graduate level courses which continue beyond the normal academic term, which are being taken by students enrolled in the Faculty of Graduate Studies, the instructor shall recommend that a grade of “CO” be used until such time as a final grade can be established.

### **Appeal of Term Work**

- 2.13 The appeal of term work returned or made available to students before the last day of classes shall be subject to policies and procedures established by Faculty/School Councils.

### **Appeal of Final Grades**

- 2.14 A student may enter an appeal, through the Registrar’s Office, for assessment of one or more grades. A student wishing to make a final grade appeal must do so by the deadlines set for the following terms and sessions:
- (a) On a Fall Term course grade the deadline is fifteen (15) working days following the first day in January which the University is open.
  - (b) On a Winter Term course grade the deadline is fifteen (15) working days after Victoria Day.
  - (c) For Summer Session course grades the deadline is thirty (30) working days following the end of the examination period.
  - (d) For all other programs the deadline is twenty (20) working days following the end of the examination period.

Applications must be made on a prescribed form obtainable from the Registrar’s Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the academic unit in which the course is offered.

- 2.15 Examination scripts are to be held by the teaching unit responsible for the course until six (6) months after the expiration of the appeal period. In individual cases

where appeals have been initiated, the holding period will be extended accordingly.

- (a) Each faculty, school, or academic unit is responsible for arranging the proper processing of the appeals, and shall report the results of appeals to the Registrar's Office.
- (b) Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course (section) in consultation with at least one other instructor – in the same or related subject area – who shall independently assess the script and/or other relevant material.
- (c) In the event that an appealed grade has been awarded on the basis of an examination only, the entire script will be re-read.
  - (i) Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script will be re-read and term mark calculation reviewed.
  - (ii) In the case of grades awarded solely on the basis of term work, only the calculation will be reviewed.
  - (iii) In instances where term work has not been returned to students before the last day of classes, that term work shall also be re-read.
- (d) Grades subject to appeal may not be lowered.
- (e) In cases where appeals have resulted in a change of grade, the application fee will be refunded to the student.
- (f) Teaching units shall be responsible for arranging to destroy examination scripts held by them in accordance with this section, ensuring in the process, the confidentiality of the document.
- (g) The result of an appeal must be submitted to the Registrar's Office within thirty (30) days of the deadline for a student to submit the appeal being considered. In the event this deadline cannot be met, the academic unit must notify the Registrar's Office with reasons for the delay. In no case shall an appeal be delayed longer than sixty (60) days.
- (h) Students who wish to appeal the results of a grade appeal based on procedural grounds must file an appeal with the office the Dean/Director of the teaching unit. A request for a review of appeal procedures must be filed within ten (10) working days of receipt of notification of the result of a Grade Appeal.

## **Grading Systems**

- 2.16 Faculties and schools may investigate various grading systems in order that a better understanding is reached regarding the relationship between grading systems, evaluation processes, student performance and program objectives. Prior to taking action based on such investigation, the faculty or school must submit its proposal to the Senate Committee on Instruction and Evaluation for its approval

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Procedure is required.
- 3.2 The Vice-Provost (Students) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Faculty/School Councils, Department Councils, Students, Employees, Academic Staff and Support Staff are responsible for complying with this Procedure.

### **Part IV Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 1, 2023.
- 4.2 In the interim, this Procedure may be revised or repealed if:
- (a) the Vice-President (Academic) and Provost or Approving Body deems it necessary or desirable to do so;
  - (b) the Procedure are no longer legislatively or statutorily compliant;
  - (c) the Procedure are now in conflict with another Governing Document; and/or
  - (d) the Parent Policy is revised or repealed.

### **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes all of the following:

- (a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein;
- (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (c) all previous Administration Governing Documents on the subject matter contained herein.

## **Part VI Cross References**

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Responsibilities of Academic Staff with regard to Student Policy](#)
  - (b) [Final Examinations and Final Grades Policy](#)
  - (c) [Deferred and Supplemental Examinations Procedures](#)
  - (d) [Final Examinations Procedures](#)