To all Teaching Staff:

This email is for information only, no response is necessary.

Please review the message below and use the resources referenced as needed.

The deadline for submission of approved final grades is four days after the final examination and no later than Friday, May 1 at 4:00 pm*.

*Notes: If your grades require departmental approval, please familiarize yourself with your department’s deadlines. Courses marked after the grade submission deadline must be submitted following the Late Grade Submission process. Medicine, Rehabilitation Sciences and Dentistry courses taught outside the normal term dates may have different deadlines; please check with your College office. Grades should be approved using the ‘All Students’ option rather than the ‘Graduating Students’ option.

RECORDING FAILURES

At its meeting on April 1, Senate Executive approved the following:

“That the Senate Executive Committee approve, on behalf of Senate:

THAT any failing grade received by a student in the 2020 Winter Term will be automatically excluded from all Grade Point Average calculations;”

Therefore, students earning a failing grade in a Winter Term or Fall/Winter Term Spanning course should be given an F* in Aurora rather than F, which will be excluded from GPA calculations. FAIL grades are automatically excluded from GPA calculations.

Note that instructors will not be able to enter an F in Aurora. Instead, enter an F*.

IMPORTANT REMINDERS

Instructors who are granting students additional time to complete course work are reminded to follow the ‘Incomplete Final Grade’ and ‘Time Extension’ processes.

• Academic units may have their own rules and processes surrounding the granting of a time extension.
• Instructions for entering Incomplete Grades are included in the ‘Entering Final Grades’ document, available on our website.

An 'IP' (In Progress) grade will be loaded during End of Term Processing for any registrations that do not have final grades submitted by the appropriate deadline.

• It is expected that instructors will submit these missing grades in a timely manner, using the Late Grade Submission process.
• Any final grade that is not submitted and 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.

STAFF & FACULTY RESOURCES

Final grades are to be reported electronically using Aurora. Important details and instructions for final grade entry can be found on the Registrar’s Office Grading webpage.

Online resources include:

• Grading FAQ
• Grading regulations
- Grading deadlines
- Step-by-step instructions for final grade submission using Aurora
- Grade entry information for:
  - Grades for spanned courses
  - “No Paper” grade comments
  - “Incomplete” Final Grades and time extensions
  - Continuing Courses (CO)
  - Disciplinary grades and grade comments
  - Change of grade
  - Late grade submission

- Additional details regarding:
  - Final grade approval
  - Final grade appeals

If you have Aurora log in problems, have questions or need assistance that is not covered by the online help resources, please email your Records Advisor or call Registrar’s Office Help Line.