

## GRADE REPORTING

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice President, Academic
<b>Related Policies / Legislation</b>	Grading system (101) Student Academic Misconduct (70) Final Grade Appeals (217) Course Withdrawal (81)

### PURPOSE

This policy establishes timelines and requirements for grade reporting at the University of the Fraser Valley.

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### SCOPE

This policy applies to reporting of final grades for all courses at the university.

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### DEFINITIONS

In this policy, the following definitions apply:

**Incomplete grade:** A grade or notation assigned temporarily when course requirements are to be completed at a predetermined time and a final grade has yet to be determined.

**Semester:** A period of study lasting approximately four (4) months that usually commences in September, January or May.

**Session:** A period of study lasting approximately two (2) months (half a semester).

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### POLICY

Final grades will be assigned in accordance with the Grading System policy (101).

UFV recognizes the importance of timely reporting of final grades to enable students to make academic decisions and the university to monitor academic progress and prerequisites. Deadlines and processes are established to ensure timely reporting.

Final course grades shall be reported to the Office of the Registrar by the class instructor not later than four (4) business days after the last day of the exam period for the semester or session.

When courses are not scheduled within regular semester dates and an exam period is not set, final grades are due not later than four (4) business days after the last day scheduled for the course.

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### REGULATIONS

#### Reporting final grades

1. Instructors are expected to report final grades using online grade submission (or other method approved by the Office of the Registrar) within the timelines stated in the policy.

2. Grades outstanding after the reporting deadline will be reported to the dean and department head for the discipline the next business day after the due date. When the instructor has allowed a student additional time to complete a course, the Incomplete Grades regulations apply (see the Incomplete grades section, below).
3. Should there be extenuating and legitimate circumstances that prevent the instructor from meeting the final grade due date for a particular course section, the appropriate dean may submit approval for an extension to the due date to the Office of the Registrar.

### **Incomplete grades**

1. An Incomplete (I) grade is a temporary grade or notation that may be assigned:
  - at the instructor's discretion, when a student is unable, due to extenuating circumstances, to complete all the requirements of a course by the end of the semester and has made sufficient progress and achievement to warrant additional time for completion, or
  - when academic misconduct is being investigated, until the investigation is complete.
2. The Office of the Registrar is responsible to establish and publicize procedures for "I"-grades.
3. When an "I" grade has been assigned, the "I" grade shall be reported by the date final grades are due for the course.
4. The final grade must be received in the Office of the Registrar on or before the last day of the month following the month in which the course ends unless a n extension to that date is approved by the appropriate dean, director, or department head and submitted to the Office of the Registrar.
5. If the final grade has not been received by the date specified in #4, above and an extension has not been submitted, the "I" grade will be changed to a final grade, "F" (fail), by the Office of the Registrar.

### **Grade changes**

Grades assigned during or as a result of an academic misconduct investigation will be changed only in accordance with the Student Academic Misconduct conduct policy (70).

In all other instances, grades for courses may be changed in the following circumstances:

1. The course instructor has the authority and responsibility to change a temporary grade or notation, including I (Incomplete), IP (In-progress), or NGR (No grade reported), to a final grade.
2. An instructor may change a final grade with the approval of the dean or designate. If the instructor is not available, a grade may be changed with agreement of the department, program head, or director, and the dean or designate.
3. Grade changes must be reported not later than four (4) months after the end of the course, except in extenuating circumstances approved by the dean or designate and the registrar or designate.
4. A final grade may be changed as a result of the grade appeal process in the Final Grade Appeals policy (217).
5. A final grade may be changed to a "W" (withdrawal) through the late withdrawal process, in accordance with the Course Withdrawal policy.