Final Grade Submission for Graduate Programs

Policy Administrator:

University Registrar and Vice Provost, Research and Graduate Studies

Approval History:

April 5, 2016; Senate Motion #2015/16-048

Purpose:

* To clarify final dates for grade submission for graduate courses.
* To ensure that grades are submitted to the Office of the Registrar office in a timely manner.

Scope of this Policy:

Courses in graduate studies may commence and end at any time in the academic year. This policy seeks to define a reasonable time period for the grading of coursework and submission of final grades to the Office of the Registrar. This policy does not apply to thesis, capstone projects, or clinical practica which are subject to continuing enrollment in multiple semesters.

Policy Statement:

Final grades for the graduate course must be submitted to the Office of the Registrar no later than the end of the semester (December 31st, May 15th or September 15th) following the semester in which the course begins. The instruction period, deadline for submission of all assignments, and the date by which grades will be submitted to the Office of the Registrar will be clearly indicated on the graduate course syllabus.

Definitions:

Instruction Period: Refers to the period between the first and last class.

Child Policies:

Individual programs may have their own policies regarding grade submission but which still fall within the limits of the parent policy.

Monitoring Data:

The Office of the Registrar will provide the Vice Provost of Research and Graduate Studies (VPRGS) with a list of outstanding grades at the end of each semester, and the VPRGS shall report compliance with this policy to the Senate at its last meeting of the academic year.

Last updated April 6th, 2016 at 4:56pm by Judy Bartram