



## Policy Title: Final Grade Submission for Graduate Programs

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| Parent Policy        | None  |
| Policy Administrator | Registrar and Associate Provost Research & Graduate Studies |
| Approving Body       | Senate  |
| Approval History     | 2016-04-05; Senate Motion #2015/16 – 048                    |

### Purpose:

The objectives of this policy are:

- To clarify final dates for grade submission for graduate courses
- To ensure that grades are submitted to the Office of the Registrar 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 31<sup>st</sup>, May 15<sup>th</sup>, or September 15<sup>th</sup>) 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 syllabi.

### Definitions:

**Instruction period:** refers to the period between the first and last class.

**Procedures:** None

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

**Other Related Policies:** None