

## December Grade Entry

December grades are due by **9:00 AM Thursday, 20 December 2018**.

**IN Incomplete:** At the Dean's request, this grade is entered by the Registrar's Office for students who have medical or personal reasons for missing an exam. Use the Student Exam Deferral Form or the Request to Change a Grade form on mesAMIS to indicate either:

- a) the grade after a make-up exam is completed or
- b) a grade-to-date if a make-up exam is not completed by Friday, 11 January 2019. The student must contact you to arrange a make-up exam.

**Grade-To-Date:** If a student has outstanding coursework, such as assignments or papers, that counts towards their final or mid-term grade, enter a grade-to-date with the outstanding coursework graded as zero. If you permit the student to submit this coursework late and that submission results in a change to the final or mid-term grade, submit a Grade Change Request form (in mesAMIS) to the Registrar's Office. **If a student misses an exam and does not have an IN grade, enter a grade-to-date with the exam scored as zero.**

Only faculty assigned to courses as primary instructors will be able to enter grades for those courses.