

## Grade Entry – December 2019

December grades are due by **9:00am Friday, December 20**. Grade entry will open on December 5, the first day of the examination period.

Only primary instructors as coded in Banner are able to enter grades for their courses.

**Grade-to Date:** If a student has outstanding coursework, such as assignments or papers, that counts towards their final grade, enter a grade-to-date with the outstanding coursework counted a zero. If you permit the student to submit this coursework late and that submission results in a change to the final grade, submit the Grade Change Request form in mesAMIS. If a student misses an exam and does not have an IN grade, enter a grade-to-date with the exam counted as zero. The student is responsible for contacting the professor to arrange a make-up exam. **Do not leave the grade blank.**

**IN Incomplete:** At the Dean's request, this temporary 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 received from the Dean's Office, or the Request to Change a Grade form on your 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, January 10, 2020.

The Registrar's Office will post grades to students' academic history daily from December 6 - 20.

Once grades are posted to academic history, they are viewable by students. You are requested to retain, for one year, any notes on students' performance as well as any relevant grading material that is not returned to students. These may be used in the event of a grade appeal.

Grade entry assistance is available on the previous page and from the Registrar's Office at [registr@stfx.ca](mailto:registr@stfx.ca) or 2160.