

Grade Entry in April and May 2019

Candidates for Spring Convocation: A “Yes” in the “**IN GRAD**” column of the class list lookup report indicates that a student is a candidate for graduation at the upcoming spring convocation. Grades for these students must be submitted by **9:00 AM on Monday, 29 April 2019**. It is imperative that all grades are entered by the deadline to allow sufficient time to process awards and determine distinctions and first class honours.

All other grades are due by **9:00 AM on Monday, 6 May 2019**.

Once the grades have been entered on Banner please verify the grades on the classlist in mesAMIS.

Some additional notes and clarification of grade codes:

IN - Incomplete 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 the **Friday, 17 May 2019 deadline**. The student is responsible for contacting you to arrange a make-up exam. A grade change may also be submitted through mesAMIS.

Grade-To-Date If a student has outstanding coursework, such as assignments or papers, which counts towards their final grade, enter a grade-to-date with the outstanding coursework graded as zero. If you permit the student to submit this coursework later and the late submission results in a change to the final 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. Faculty are required to enter a grade for every student. Do not leave the grade blank.

The Registrar’s Office will post grades to students’ academic history daily beginning Tuesday, 19 April 2019. Once grades are posted to academic history, they are viewable by students.

Should you require a grade change after the grade has been posted to academic history, please submit the grade change request form in mesAMIS.

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.

Assistance on grade entry is available from the Registrar's Office at 2160.