

## GRADE REPORTING

---

<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Vice President, Students and Enrolment Management
<b>Related Policies / Legislation</b>	Grading system (101) Student Academic Misconduct (70) Final Grade Appeals (217) Course Withdrawal (81)

### PURPOSE

This policy establishes timelines and requirements for grade reporting at the University of the Fraser Valley.

---

### SCOPE

This policy applies to reporting of final grades for all courses at the university.

---

### DEFINITIONS

In this policy, the following definitions apply:

**Incomplete grade:** A grade assigned temporarily when a final grade has yet to be determined.

**Semester:** A period of study lasting approximately four (4) months that usually commences in September, January or May.

**Session:** A period of study lasting approximately two (2) months (half a semester).

---

### POLICY

Final grades will be assigned in accordance with the Grading System policy.

UFV recognizes the importance of timely reporting of final grades to enable students to make academic decisions and the university to monitor academic progress and prerequisites. Deadlines and processes are established to ensure timely reporting.

Final course grades shall be reported to the Office of the Registrar by the class instructor not later than the due date, which is four (4) business days after the last day of the exam period for the semester or session.

When courses are not scheduled within regular semester dates and an exam period is not set, final grades are due not later than four (4) business days after the last day scheduled for the course.

---

---

## REGULATIONS

### Reporting final grades

1. Instructors are expected to report final grades using online grade submission (or other method approved by the Office of the Registrar) within the timelines stated in the policy.
2. Grades outstanding after the reporting deadline will be reported to the dean and department head for the discipline the next business day after the due date. When the instructor has allowed a student additional time to complete a course, the Incomplete Grades regulations apply.
3. Should there be extenuating and legitimate circumstances that prevent the instructor from meeting the final grade due date for a particular course section, the appropriate dean may submit approval for an extension to the due date to the Office of the Registrar.

### Incomplete grades

1. An Incomplete (I) grade may be assigned:
  - at the instructor's discretion, when a student is unable, due to extenuating circumstances, to complete all the requirements of a course by the end of the semester and has made sufficient progress and achievement to warrant additional time for completion, or
  - when academic misconduct is being investigated, until the investigation is complete.
2. The Office of the Registrar is responsible to establish and publicize procedures for "I"-grades.
3. When an "I" grade has been assigned, the "I" grade shall be reported by the date final grades are due for the course.
4. The final grade must be received in the Office of the Registrar not more than two months after the day the final grades were due, unless an extension to that date is approved by the appropriate dean, director, or department head and submitted to Office of the Registrar.
5. If the final grade has not been received within two months and an extension has not been submitted, the "I" grade will be changed to a final grade, "F" (fail), by the Office of the Registrar.

### Grade changes

Final grades for courses may be changed in certain circumstances:

1. The instructor may change a final grade, with the approval of the dean or designate. If the instructor is not available, a grade may be changed with the approval of both the department or program head, and the dean. Such grade changes must be reported not later than four (4) months after the end of the course, except in extenuating circumstances approved by the registrar or designate.
  2. A final grade may be changed as a result of the grade appeal process in the Final Grade Appeals policy.
  3. A final grade may be changed to a "W" (withdrawal) through the late withdrawal process, in accordance with the Course Withdrawal policy.
-