**Guidelines for Final Grades Submission**

Final grades for all undergraduate courses are to be submitted to Jane Hawkes [janehawkes@uoguelph.ca](mailto:janehawkes@uoguelph.ca) electronically using CourseLink within seven days after the final exam is written. Please refer to the deadline date for your course(s) as specified by the Registrar's Office.

\*\*PLEASE NOTE: The Registrar’s submission deadline is 3:00 pm; however please send your grades to Jane by 11:00 am on your stated due date to allow time for processing and obtaining the Chair’s signature. For grades due on the last day of the grading period, please submit your grades by 9:00 am\*\*

For courses with NO FINAL EXAM the grades deadline is 11:00 am on the second-last day of the grading period. Since a large portion of the department’s grades are due at the end of the submission period, it would be helpful if you could send your grades sooner.

For step-by-step help with submitting grades through Courselink, please refer to these helpful resources:

**YouTube video:** “[CourseLink – Prepare and Download Final Grades](https://www.youtube.com/watch?v=GWj4eBLqo9E&feature=youtu.be)”

**Courselink help page:** [Preparing & Submitting Final Grades](http://spaces.uoguelph.ca/ed/15-preparing-final-grades/).

After submitting your grades text file electronically, along with any Incomplete Coursework Forms, please ensure that you are available in person or electronically to sign the Sign‐Off Report.

**Missing Grades or Incomplete Coursework**  
Instructors must not grant an extension of time to any student beyond the final date for submission of coursework. In a regular Fall or Winter semester, this date falls on the 9th day of the exam period (including Saturday). Instructors should only submit grades for students who have completed their final work for a course. If a student does not complete a final exam or final assignment, or in the case of Academic Misconduct, the instructor must complete an [Incomplete Coursework Form (ICF)](https://www.google.com/url?q=http://www.uoguelph.ca/courselink/widgets/IRF/irf.pdf&sa=U&ved=0ahUKEwie49Wwt5vYAhUm04MKHRVHCjEQFggEMAA&client=internal-uds-cse&cx=011117603928904778939:tp3ks5ha2dw&usg=AOvVaw2X8KNwsPznVn8wQfqLOONX) for the student. The Incomplete Coursework Form is used by the Academic Review Subcommittee in granting deferred privileges. The instructor must complete all sections of the ICF form electronically for each student reported with a missing grade or incomplete semester work.  No hand‐written forms will be accepted. The ICF form is available through the final grades widget in CourseLink. Please note that only the following grade notations are acceptable:

* **080** – or any appropriate numerical grade with NO DECIMALS
* **INC** – if a student does not complete a final examination or final assignment.
* **MNR** – instructors must report students who are under investigation for Academic Misconduct by assigning a grade of MNR (mark not recorded) and noting allegation of Academic Misconduct on the Incomplete Coursework Form.
* **AUD** – Audit is registration in a course for which credit is not sought. Audited courses are not reported on the official transcript.

**Academic Misconduct**  
If a student is under investigation for academic misconduct, please include this information on the Incomplete Coursework Form and note an MNR (mark not recorded) for that student on the grade sheet.

**DE COURSES**  
Final grades for DE students are to be submitted as usual through Courselink, with the exception of Open Learning/non degree students. The department admin will provide you with an Excel spreadsheet if you have OL students registered in your class.

**\*\*IMPORTANT\*\***  
If for any reason, you are unable to meet the grade submission deadline you must discuss the situation in advance with the Chair. In the event of an emergency resulting in missing the deadline, the Chair must be informed as soon as possible. The Chair will then contact the Registrar’s Office to discuss alternate arrangements.

Your assistance in bringing the semester to a successful close is greatly appreciated. If you have questions or concerns about the grade submission process, please don't hesitate to call, email or drop by the office.