

Final Grades Submission Guidelines

Final grades for all undergraduate courses are to be submitted to histsec@uoguelph.ca electronically using CourseLink seven days after the final exam is written. The submission must be in accordance with the deadline date (or earlier if at all possible) as specified by the Registrar's Office – **SEE ATTACHED F16 FINAL GRADES DUE DATES.**

****PLEASE NOTE:** The Registrar's submission deadline is 3:00 pm; however **please send your grades to HISTSEC by 11:00 am on the stated date** to allow time for processing and obtaining the Chair's signature. **For grades due on THURSDAY, DECEMBER 22 please submit your grades by 9:00 am****

For courses with NO FINAL EXAM the deadline is **11:00 am on WEDNESDAY DECEMBER 21, 2016.** Since a large number of the department's grades are due at the end of the submission period, it would be very helpful if you could send your grades sooner.

After submitting your grade text file and any Incomplete Coursework Forms, please ensure that you are available to sign the Sign-Off Report.

Missing Grades or Incomplete Semester Work

Instructors must not grant an extension of time to any student beyond the final date for submission of grades for that course.

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)** for the student. The Incomplete Coursework Form is used by the Academic Review Subcommittee in granting eligible deferred privileges; therefore, the instructor must **complete all sections** of the form for each student reported with a missing grade or incomplete semester work. This includes those situations where there is no record of student. **The ICF form is ATTACHED - no hand-written forms will be accepted. The ICF form is also available through the final grades widget in CourseLink.** Please note that only the following grade notations are acceptable:

O80 – or any appropriate numerical grade

INC – if a student does not complete a final examination or final assignment. Please provide 2 copies of the ICF with your final grade submission.

MNR – instructors must report students who are being investigated for Academic Misconduct by assigning a grade of MNR (mark not recorded) and noting allegation of Academic Misconduct on the Incomplete Coursework Form. Please provide 2 copies of the ICF with your final grade submission.

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 Open Learning Students: Ideally instructors are using CourseLink and can simply print out the text file for these students, sign and give to Audra for the Chair's signature and processing. If you have your own system for recording final grades (i.e. Excel spreadsheet) you must submit a printed copy which includes the student's names, IDs and final grades for processing.

****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 situation which results 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 any questions or concerns about the grade submission process, please don't hesitate to call, email or drop by.