

Memo



FACULTY OF ARTS AND SCIENCE

Dunning Hall, first floor

Queen's University

Kingston, Ontario, Canada K7L 3N6

Tel 613 533-2470

Fax 613 533-2467

<http://www.queensu.ca/artsci>

TO All Staff & Faculty, Faculty of Arts and Science

FROM Student Services, Faculty of Arts and Science

DATE Friday, May 14th, 2021

SUBJECT **Final Grades for Undergraduate Courses (Summer 2021)**

1. DEADLINES FOR SUBMITTING GRADES

- Session 1 (6W1) **Tuesday July 6th, 2021**
- Session 2 (12W) **Friday August 20th, 2021**
- Session 3 (6W1) **Friday August 27th, 2021**

2. DEAN'S HONOUR LIST (*see Academic Regulation 12*)

- Last day for Grade Changes affecting Dean's Honor List **Monday August 30th, 2021**

3. FALL DEGREE LIST CANDIDATES & AWARDS

- Last day for grade changes affecting Fall degree list candidates **Monday October 4th, 2021**

After this date, changes of grade must be received at least 2 days before the student's scheduled convocation ceremony/conferral date in order for the student to be considered as a late addition to the degree list. Please clearly indicate "Degree List" in the **Online Grade System**, so that they can be processed without delay.

Note: Paper Change of Grade Forms (pdf. or doc files) **are no longer accepted** and all grades must be entered and changed via the Online Grade System.

For specific questions related to the Degree List Candidates, contact:

Karen Scanlan
Degree List Coordinator

Student Services, Faculty of Arts and Science
E-mail: asc.degree@queensu.ca

4. ADDITIONAL INFORMATION

For further inquiries related to Grades contact:

Missy Chareka
(Academic Administrative Assistant)

Student Services, Faculty of Arts and Science
Email: asc.academic@queensu.ca