

# Memo



TO All Staff & Faculty, Faculty of Arts and Science

FROM Katie Phillips, Faculty of Arts and Science

DATE 20 February 2019

SUBJECT **Final Grades for Undergraduate Courses (Winter 2019)**

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>

## 1. DEADLINES FOR SUBMITTING GRADES

- If there is no final exam or work due after the end of classes **Monday 15 April 2019**
- If the final exam is written or the final assignment is due during the exam period **10 calendar days after the exam is written or the assignment is due**
- Final Deadline - all grades are due & must be approved by Department Head **Tuesday 7 May 2019 by 12:00 noon**
- Grades posted to official transcripts **Sunday 12 May 2019**

## 2. SPRING DEGREE LIST CANDIDATES

- Last day for grade changes affecting Spring degree list candidates **Tuesday 14 May 2019**

Since Incomplete (IN) grades for Fall term courses “expire” on April 30, this will allow approximately two weeks for grading.

After this date, Change of Grade forms must be received at least one (1) day before the student’s scheduled convocation ceremony in order for the student to be considered as a late addition to the degree list. Please clearly indicate “Degree List” on the top of any Change of Grade forms so that they can be processed without delay.

*For specific questions, contact:*

Karen Scanlan  
Degree Coordinator  
Student Services, Faculty of Arts and Science  
E-mail: [asc.degree@queensu.ca](mailto:asc.degree@queensu.ca)  
Phone: 613-533-6000 ext. 77962

Katie Phillips  
Admin. Asst. to Assistant/Associate Deans  
Student Services, Faculty of Arts and Science  
E-mail: [asc.studies@queensu.ca](mailto:asc.studies@queensu.ca)  
Phone: 613-533-6000 ext. 79584

## 3. ADDITIONAL INFORMATION

*Additional information about Grading is now available on the Staff & Faculty website:*  
<https://www.queensu.ca/artsci/staff-and-faculty/teaching/grading>