

# Memo



**Queen's**  
UNIVERSITY

FACULTY OF ARTS AND SCIENCE

TO All Staff & Faculty, Faculty of Arts and Science  
FROM Student Services, Faculty of Arts and Science  
DATE Monday March 15<sup>th</sup>, 2021  
SUBJECT Undergraduate Final Grades (Winter 2021)

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

## 1. DEADLINES FOR SUBMITTING GRADES

- If there is no final exam or work due after the end of classes
- If the final exam is written or the final assignment is due during the exam period
- Final Deadline - all grades are due & must be approved by Department Head
- Grades posted to official transcripts

**Monday April 19<sup>th</sup>, 2021 at noon.**

**10 calendar days after the exam is written or the final assignment is due**

**Monday May 10<sup>th</sup>, 2021 at noon.**

**Wednesday May 12<sup>th</sup>, 2021**

## 2. SPRING DEGREE LIST CANDIDATES

- Last day for grade changes affecting Spring degree list candidates

**Monday May 17<sup>th</sup>, 2021**

For the Spring 2021 (June) convocation, grades changes should be entered by May 17<sup>th</sup>, 2021. If any additional changes must be made, those requests must arrive by May 28<sup>th</sup>, 2021 in order for the student to be considered as a late addition to the degree list. Please indicate "Degree List" on all of these change of grade requests via SOLUS, so that the Faculty Office can process them without delay.

*Note: Changes of grade received after this date may be considered for student's eligibility to graduate in the second Spring conferral date (mid-July). Grades will need to be submitted by the May-June session deadline (July 6th). Please connect with [asc.degree@queensu.ca](mailto:asc.degree@queensu.ca) if you are working with a graduating student in this situation.*

## 3. ADDITIONAL INFORMATION

- Online Grade Changes

The Faculty implemented a new online grade change system. **ALL** grades for Winter 2021 **must** be entered via SOLUS.

**ALL grade changes** and **grade appeal changes** must also be submitted via SOLUS. The paper change of grade form will **NO longer** be accepted.

If your department has not yet moved to the online system, please do take some time to become acquainted with it.

If you have any questions about the system, then do reach out to [asc.academic@queensu.ca](mailto:asc.academic@queensu.ca) for guidance, *before the beginning of the exam period*.

ii. Grades General Information

Please consider visiting the Grades Section on the Faculty of Arts and Science website. The page has a great deal of important information about the Faculty's Grading Policy.

<https://www.queensu.ca/artsci/staff-and-faculty/teaching/grading>

iii. Incomplete Grades from Fall 2020

Please note that "IN" grades from Fall 2020 will expire on April 30<sup>th</sup>, 2021 and automatically convert to an "F" grade if no update is made. If you are aware of students who are completing course-work, please ensure they are aware of this date.

For students expecting to convocate in Spring 2021, please ensure that all prior IN grades are finalized by April 30<sup>th</sup>, 2021. Any change of grade requests for IN grades must be received by **May 17<sup>th</sup>, 2021** to ensure that the student is added to the Degree List.

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For any questions regarding grade matters please contact:

**Missy Chareka**  
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Student Services, Faculty of Arts and Science  
E-mail: [asc.academic@queensu.ca](mailto:asc.academic@queensu.ca)