

# Memo



TO All Staff & Faculty, Faculty of Arts and Science

FROM Alexandra Lewycky Jarymowycz, Faculty of Arts and Science

DATE 16 June 2020

SUBJECT **Final Grades for Undergraduate Courses (Summer 2020)**

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## 1. DEADLINES FOR SUBMITTING GRADES

- May-June courses **Tuesday 7 July 2020**
- May-July courses **Friday 17 August 2020**
- July-August courses **Monday 24 August 2020**

*In Summer Term, grades post to official transcripts on June 1. Therefore, please note that grades will show on official transcripts as soon as they are approved and posted.*

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

- Last day for grade changes affecting Dean's Honour List **31 August 2020**

## 3. FALL DEGREE LIST CANDIDATES & AWARDS

- Last day for grade changes affecting Fall degree list candidates **Friday 9 October 2020**

After this date, changes of grade 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:*

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Degree List Coordinator  
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## 4. ADDITIONAL INFORMATION

Automated Grade Changes are live in PeopleSoft. We are encouraging all departments to try this new functionality and get used to the new process. Paper/digital grade change forms will continue to be accepted until January 8, 2021 after which a Grade Change request must be submitted through this system. If you would like a copy of the training document, please let our office know.