

Memo



FACULTY OF ARTS AND SCIENCE

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TO All Staff & Faculty, Faculty of Arts and Science
FROM Missy Chareka, Faculty of Arts and Science
DATE 21 October 2020
SUBJECT **Submitting Mid-Year & Final Grades for Fall 2020 Undergraduate Courses**

1. DEADLINES FOR SUBMITTING GRADES

- If there is no final exam or work due after the end of classes **Thursday 17 December 2020**
- If the final exam is written, or the final assignment is due, during the final assessment 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 **Thursday 7 January 2021 by 12:00 noon**
- Grades posted to official transcripts **Tuesday 12 January 2021**

2. GRADE CHANGES FROM SUMMER 2020 TERM FOR FALL DEGREE LIST CANDIDATES

Changes of Grades for Summer 2020 courses must be received for Faculty approval by **November 2nd 2020** in order for the student to be considered as a late addition to the Fall degree list.

Please check the box in the SOLUS grade change that says "Degree List" 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

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3. MID-YEAR GRADES

In accordance with **Academic Regulation 7.3 – Submission of Mid-Year Grades**, instructors of multi-term classes numbered P01 to 199 will submit mid-year grades to provide students with an indication of their progress in the class.

- Mid-year grades do not appear on official transcripts.
- There will be no grade change process for mid-year grades.

Effective for classes offered as of Fall Term 2018, **mid-year grades should also be provided for students in *online courses* and *online sections* of multi-term classes numbered P01 to 199**, in addition to the component grades that remain available to students in OnQ.

Submitting Grades through PeopleSoft

Final grades in the A halves of full-year classes have already been assigned in batch as NG (Not Graded). Mid-year grade rosters have been created for P- and 100-level full-year classes to enable the collection of mid-year grades, which may be submitted in the same manner as final grades, either by entering them individually via the Faculty Centre grade roster or by uploading a spreadsheet. In both cases, instructors should select the Grade Roster Type of “Mid-Year,” rather than “Final.”

Mid-year grades are displayed to students in SOLUS as soon as they are entered into the grade roster. This is due to the fact that mid-year grade rosters are a PeopleSoft customization that ensures students are provided with an indication of their progress before the last date to drop a full-year course.

Note that mid-year grades submitted to PeopleSoft as percentage grades will not be converted to letter grades automatically. Therefore, **best practice is to submit letter-based grades directly.**

Once the grades have been entered, instructors must set the status to “Ready for Review” so that they can be approved.

Approving Grades through PeopleSoft

Department Heads will approve mid-year grades in the same manner as they approve final grades. We request that you approve grades in a timely manner so that students’ grades are available as early as possible.

4. SPECIAL NOTES ON GRADE CHANGES

If you need to change a grade after the grade roster is submitted, you can now do this in SOLUS. Jill Shorthouse can help you become familiar with the system; she is at asc.academic@queensu.ca.

During the term after a class ends, any instructor can initiate a grade change in SOLUS. Navigate to Curriculum Management/Grading/Grade Change to begin. The department’s grade change approver will receive an e-mail informing them there is a grade change to approve in SOLUS.

If more than a term has passed since the class ended, the grade change needs to be submitted as an “appeal grade change” in SOLUS. Undergraduate assistants, but not instructors, can submit these appeal grade changes.

The change of grade form will still be accepted via e-mail to asc.academic@queensu.ca until January 2021.

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