

# Memo



TO All Staff & Faculty, Faculty of Arts and Science

FROM Katie Phillips, Faculty of Arts and Science

DATE 8 June 2018

SUBJECT **Final Grades for Undergraduate Courses (Summer 2018)**

FACULTY OF ARTS AND SCIENCE

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

## 1. DEADLINES FOR SUBMITTING GRADES

- May-June courses **Tuesday 3 July 2018 by 12:00pm noon**
- May-July courses **Monday 13 August 2018**
- July-August courses **Monday 27 August 2018**

*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 **Friday 31 August 2018**

## 3. FALL DEGREE LIST CANDIDATES

- Last day for grade changes affecting Fall degree list candidates **Wednesday 10 October 2018**

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:*

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Degree List Coordinator  
Student Services, Faculty of Arts and Science  
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## 4. ADDITIONAL INFORMATION

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