

Memo



FACULTY OF ARTS AND SCIENCE

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TO All Staff & Faculty, Faculty of Arts and Science

FROM Katie Phillips, Faculty of Arts and Science

DATE 12 March 2018

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

1. DEADLINES FOR SUBMITTING GRADES

- If there is no final exam or work due after the end of classes **Monday 16 April 2018**
- 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 **Monday 7 May 2018 by 12:00 noon**
- Grades posted to official transcripts **Saturday 12 May 2018**

2. SPRING DEGREE LIST CANDIDATES

- Last day for grade changes affecting Spring degree list candidates **Monday 14 May 2018**

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:

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

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