

Graduate Grade Reports

Approved at Senate: 12 March 2019

Grades for course work will be submitted by the instructor to the graduate program within four weeks of completion of the course.

COURSE OUTLINES/SYLLABI

Each course has a syllabus which includes the following:

1. General Course Information:
 - 1.1 Course name and number; semester and year; and requisites and exclusions, if any
 - 1.2 Faculty member's name; office location; scheduled student consultation hours; office telephone number; e-mail address; faculty/course web site(s) if available.
2. Course Description:
 - 2.1 Calendar course description
 - 2.2 The intended learning outcomes
 - 2.3 Topics with their approximate sequence and schedule
 - 2.4 If using a non-standard term, the deadlines (drop/add date, exam schedule, final grade availability) should be included
 - 2.5 Reading lists and other course materials and/or equipment
 - 2.6 A description of the teaching method(s) that will be used (e.g. lecture, laboratory, studio, cases, problem-based learning, seminar, field work, oral presentations, or combinations of these)
 - 2.7 A schedule of field trips or required activities outside of class time
3. Expectations/Requirements
 - 3.1 A list and weighting of all assignments, tests, exams, group and other work to be graded, and a general description of these
 - 3.2 A schedule of deadlines for graded work

3.3 The penalty for not meeting submission deadlines

3.4 Any exceptions to the final grade due policy

4. University Policies

4.1 Academic Integrity Policy

4.2 Access to Instruction

The syllabus will be approved by the Dean of Graduate Studies. The instructor should review the syllabus with students at the first class in the course. Any change thereafter in the grading scheme must be agreed to in writing by all students present at a subsequent class; at the class immediately following that one, the revised section of the syllabus must be posted or otherwise communicated.

Grading Criteria

Normally, at least 25% of the grade in a graduate half-credit course offered in the Fall/Winter academic session must be made available by the final date for withdrawal. Where a non-standard term is being used, the course outline should include the drop/add date.

Final Grades

Either the final grade or an entry of INC (denoting “incomplete”) must be submitted within two weeks of the end of the term. Any departure from the above regulations shall require the authorization of the Dean of Graduate Studies.

Official Final Grades

Final grades are official 30 days after they have been released by the School of Graduate Studies. If errors in the calculation or recording of grades come to light after the grades have been released, all affected grades may be recalculated and raised or lowered with the approval of the Dean of Graduate Studies. This process must be completed, and corrected transcripts must be issued, however, before the 30-day period has passed. Instructors are not permitted to release final grades. Final examination marks can be released to students only after final grades have been released by the School of Graduate Studies. There is no time limit to reopen a grade in a case of academic dishonesty.

Incomplete Standing

Incomplete Standing is to be used for students who, for a compelling reason, are not able to complete their work during the term. The grade of INC may be carried for a maximum of one term after which the grade assigned is based on the work received to date. Permission from the Dean of Graduate Studies will be required to carry a grade of INC for more than one term. An “incomplete” shall be assigned only with the written approval of the Graduate Program Director. When the work is received, the department will submit a Change of Grade form to the School of Graduate Studies and the student’s record will be updated.

Aegrotat Standing

In unusual circumstances, a student may be exempt from writing a final exam. This decision is at the instructor's discretion. The instructor has the right to request documentation from the student. The School of Graduate Studies must receive notice of Aegrotat Standing for a student from the Graduate Program Director. The School of Graduate Studies will add a notation of AG next to the assigned grade on the student's transcript. Aegrotat standing marks are determined using a calculated final examination mark for the student in question. The examination mark is calculated by adding to the student's term mark the class final examination average minus the class term-work average.