**Final Grades Submission**

**DEADLINES**

University of Regina regulations state that final grades must be submitted by the instructor for approval of the dean or department head no later than five business days (not including Saturdays, Sundays and statutory holidays) after the examination date (see table below).

<table>
<thead>
<tr>
<th>Examination Dates</th>
<th>Due Dates for Grades</th>
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<tbody>
<tr>
<td>Monday, December 9</td>
<td>Monday, December 16</td>
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<td>Tuesday, December 10</td>
<td>Tuesday, December 17</td>
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<td>Wednesday, December 11</td>
<td>Wednesday, December 18</td>
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<td>Thursday, December 19</td>
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<td>Friday, December 20</td>
<td>Tuesday, December 31</td>
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<tr>
<td>Saturday, December 21</td>
<td>Tuesday, December 31</td>
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</tbody>
</table>

**NOTE:** Courses not listed on the final examination timetable must have grades submitted by the dean/designate of the faculty, federated college, or academic unit offering the course to the Registrar’s Office no later than ten calendar days (not including Sunday and statutory holidays) after the start of the final examination period.

**VALID GRADES FOR DOME:**

The grade mode for a course is displayed under the “Grading Mode” column of the Class List in DOME. Courses may be scheduled with only one acceptable grade mode (e.g., either “Normal” or “Pass/Fail”).

**Courses/Students Graded Normal:**

If the “Grading Mode” for a particular course or student is set up as “Normal”, one of the following is to be submitted:

**Percentage Values (00 - 100)** – For all numerically graded courses, instructors are expected to submit and enter the actual grade earned in the course. **Please note:** A grade of 40 should be entered only if it is the actual earned grade. 00 is only used when the student received 0% in all components of the course. The standard grade for a student not attending is NP (see next page).
NP (Not Passed) - NP is a failing grade that may be assigned in four cases:

i) When a student does not successfully complete an element of a course and that element has been explicitly identified in the syllabus as essential to passing the course. Successful completion of the final examination, a laboratory component, or a term paper are examples of elements that could be so identified;

ii) When a student has abandoned a course without formally withdrawing (stopped attending/did not attend);

iii) When a course is dropped after the last day to receive a W; or,

iv) When an undergraduate student has initiated a formal application for deferral. \textit{NP is deemed to be an interim grade while the request for the deferral is pending.}

For the purposes of the calculation of a GPA, the NP is interpreted as a grade of 40 for undergraduate students and 55 for graduate students to reflect the difference in the passing grade. When a letter grade is not assigned, the actual numerical grade earned should be entered.

\begin{table}[h]
\begin{tabular}{|l|}
\hline
\textbf{EXAMPLES OF WHEN TO ASSIGN A GRADE OF NP} \\
\hline
The following are examples of scenarios you may encounter when the grade of NP should be used:
1. A student has attended the entire term, completed all required course work and term exams but does not attend/write the final exam.
2. A student has attended the entire term, but does not complete a required component of the course as explicitly stated in the course syllabus (ex: major term paper) but does attend/write the final exam.
3. An undergraduate student has attended the entire term, completed all required course work and term exams, does not attend/write the final exam but has submitted (or has indicated they intend to submit) a request to defer the final exam. (If the deferral is approved, the faculty will submit the approved paperwork to the RO who will enter an interim grade of DE.)
4. An undergraduate student has attended the entire term, but has requested an extension beyond the last day of classes for the submission of term work or an exam. (If the deferral is approved, the faculty will submit the approved paperwork to the RO who will enter an interim grade of IN or DE.)
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\end{tabular}
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\textbf{Note:} Instructors are to follow the approved regulations related to the deferral of final examinations and/or term work found in the Undergraduate Calendar. Instructors are not to make 'off the books' arrangements with students for the late submission of required term work and/or final exams beyond the last day of the final examination as this may jeopardize a number of academic processes including the evaluation of academic performance, evaluation for awards and scholarships, student requests for adjustments of grades and fees, and the student appeal process.

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\textbf{Courses/Students Graded Credit/No Credit:}
If the Grading Mode for a particular course or student is set up as “Credit/No Credit” one of the following is to be submitted:
\begin{itemize}
\item \textbf{C} (Credit for hours shown)
\item \textbf{N} (No Credit for hours shown)
\end{itemize}
\hline
\end{tabular}
\end{table}

\begin{table}[h]
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\hline
\textbf{Courses/Students Graded Pass/Fail:}
If the “Grading Mode” for a particular course or student is set up as “Pass/Fail” one of the following is to be submitted:
\begin{itemize}
\item \textbf{P} (Pass Standing)
\item \textbf{F} (Fail Standing)
\end{itemize}
\hline
\end{tabular}
\end{table}
Courses/Students Graded Maintenance of Candidacy:

If the “Grading Mode” for a particular course or student is set up as “Maintenance of Candidacy” the following is to be submitted:

- **MC**

**GRADES ASSIGNED BY INSTRUCTOR WITH PRIOR APPROVAL OF THE DEAN OR DESIGNATE:**

The following grade is entered by the instructor, but only with prior approval of the dean/designate of the faculty, federated college, or academic unit offering the course. For all graduate courses, approval from the dean of the Faculty of Graduate Studies and Research is required:

- **NR** (Not yet reported) – NR is a temporary grade that has no numeric value and is used in the following cases:
  - when a student’s completion of a course is delayed for reasons intrinsic to the course (e.g., unavailability of a lab, delay in obtaining ethics approval of a project, difficulty in setting up an examining committee, fire/earthquake/tornado/other serious weather related phenomenon at the location of the course), or when an investigation or appeal of academic misconduct in the course is in progress; or,
  - when a graduate student has initiated a formal application for deferral. NR is deemed to be an interim grade while the request for the deferral is pending.

**GRADES NOT ASSIGNED BY INSTRUCTOR:**

- **AG** (Aegrotat Standing) – In rare circumstances, aegrotat standing in one or more courses in a term may be granted on medical or compassionate grounds to a student who meets the following conditions:
  - the student is prevented from completing the term by serious illness or other extreme circumstances beyond the student’s control;
  - the student’s illness is certified by a physician, or, other circumstances are certified by a professional in the relevant field or confirmed by other documentation acceptable to the dean;
  - a deferral of term work and/or final examination is not appropriate because of the nature or severity of the illness or of the other circumstances:
  - the student has completed at least 50% of the work contributing to the grade in the course: and,
  - the instructor of the course confirms in writing that the student has demonstrated an understanding of the course material.

Aegrotat standing is granted by the dean/designate of the faculty, federated college, or academic unit in which the student is enrolled. The uncompleted work may be term work, the final examination, or a combination of the two.

- **AU** (Audit) – Instructors do not enter a grade for a student who is auditing a course. The “AU” grade is entered automatically in Banner. The student will appear on the class list in DOME, but the instructor will not be able to enter a grade. The grade of “AU” will appear in a greyed out box behind the student’s name.

- **DE** (Deferred Examination) and **IN** (Incomplete) – These grades are assigned by the student’s dean (FGSR for graduate students) and entered by the Registrar’s Office. Approved deferral beyond the end of the term of final examination, term work, or a combination of both is granted only for illness or other approved circumstances beyond control of the student. This requires a formal application by the student to his/her faculty or college. The student will appear on the class list in DOME, but the instructor will not be able to enter a grade. The grade of “DE” or “IN” will appear in a greyed out box behind the student’s name.

- **IP** (In Progress) – This grade is assigned when a one-term course is taught over two or three terms. Students only earn credit hours for one term, the final term. The grade of IP remains in the first term (and second term if course is three terms). The final grade is entered for the final term. The grade of IP for all courses is entered by the Registrar’s Office and not by the instructor.
• **W** (Withdraw from Course), **AW** (Audit Withdraw), and **CW** (Compulsory Withdrawal) – A student who has formally withdrawn after the no-record drop period will appear on the class list in DOME, but the instructor will not be able to enter a grade. The grade will appear in a greyed out box behind the student’s name.

In unusual circumstances a student may withdraw and then re-register in the same course. The student will appear on the class list in DOME, but the instructor will not be able to enter a grade. The notice “GRDCHGREQD” will appear in a greyed out box behind the student’s name. A *Grade Change Form* must be submitted by the instructor to the dean/designate of the faculty, federated college, or academic unit offering the course.

• **XF** (Academic Misconduct) – This grade is assigned, as a potential result of an academic misconduct investigation, by the dean of the faculty, federated college, or academic unit offering the course and entered by the Registrar’s Office when the appeal process has been exhausted. The instructor enters a grade of “NR”, if the disciplinary process is not completed by the time the grades need to be submitted in DOME.

**GRADE CHANGES:**

An official *Grade Change Form* is required to change a grade when the original grade has already been submitted for approval in DOME. Please consult your dean/designate or department head.

The form can be found at: https://www.uregina.ca/student/registrar/assets/docs/pdf/forms/Grade_Change_Form.pdf

Grading questions should be directed to the dean/designate of the faculty, federated college, or academic unit offering the course.

DOME inquiries can be directed to the Administrative Assistant, Grades at 306-585-4173 or uofr.grades@uregina.ca.